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ABSTRACT

This manual describes procedures for collecting higher education building data and room data for use at the institutional level, and for compiling these data for interinstitutional exchange and reporting. The intent is to present procedures that can be uniform in all institutions and are compatible with data collection efforts in other areas. Section 2 of the report outlines general procedures, data collection formats, and data categories for both building data and room data. Section 3 is concerned with the formats of reports to external agencies and with the compacting and aggregating of institutional building data and room data to manageable proportions for system, state, and national purposes. Section 4 deals with the use of facilities inventory data at the institutional, state, and national levels and discusses possible linkages of the facilities inventory data with other data to enhance decisionmaking. Section 5 is treatment of special problems and answers a series of typical questions that were asked during the field review of this document. Section 6 is the Appendix to the manual, containing codes and definitions for the categories of building and room data, and Section 7 is the index to the manual. (HS)

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HIGHER EDUCATION FACILITIES INVENTORY AND CLASSIFICATION MANUAL

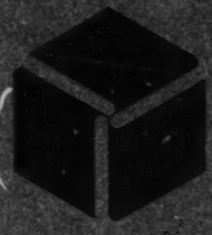
Final Field Review Edition
Technical Report 36

HIGHER EDUCATION FACILITIES INVENTORY AND CLASSIFICATION MANUAL

TECHNICAL REPORT 36

HE 003 943

National Center for Higher Education Management Systems at WICHE



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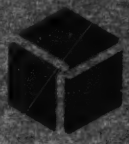

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To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels;
- facilitate exchange of comparable data among institutions;
- facilitate reporting of comparable information at the state and national levels.

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HIGHER EDUCATION FACILITIES INVENTORY AND CLASSIFICATION MANUAL

Technical Report 36
Final Review Edition

Leonard C. Romney

National Center for Higher Education Management Systems
at the Western Interstate Commission for Higher Education

December

1972

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Room Use Categories for Facilities Inventory Data
(See Appendix 6.2 for Definitions)

100 Classroom Facilities
110 Classroom
115 Classroom Service

200 Laboratory Facilities
210 Class Laboratory
215 Class Laboratory Service
220 Special Class Laboratory
225 Special Class Laboratory Service
230 Individual Study Laboratory
235 Individual Study Laboratory Service
250 Non-Class Laboratory
255 Non-Class Laboratory Service

300 Office Facilities
310 Office
315 Office Service
350 Conference Room (Office Related)
355 Conference Room Service (Office Related)

400 Study Facilities
410 Reading/Study Room
420 Stack
430 Open Stack Reading Room
440 Processing Room
455 Study Service

500 Special Use Facilities
510 Armory
515 Armory Service
520 Athletic/Physical Education
523 Athletic Facilities Spectator Seating
525 Athletic/Physical Education Service
530 Audio/Visual, Radio, TV
535 Audio/Visual, Radio, TV Service
540 Clinic (Non-Health Professions)
545 Clinic Service (Non-Health Professions)
550 Demonstration
555 Demonstration Service
560 Field Building
570 Animal Quarters
575 Animal Quarters Service
580 Greenhouse
585 Greenhouse Service
590 Other

600 General Use Facilities
610 Assembly
615 Assembly Service
620 Exhibition
625 Exhibition Service
630 Food Facilities
635 Food Facilities Service
650 Lounge
655 Lounge Service
660 Merchandising Facilities
665 Merchandising Facilities Service
670 Recreation
675 Recreation Service
680 Meeting Room
685 Meeting Room Service
690 Locker Room

700 Supporting Facilities
710 Data Processing/Computer
715 Data Processing/Computer Service
720 Shop
725 Shop Service
730 Storage
735 Storage Service
740 Vehicle Storage Facility
745 Vehicle Storage Facility Service
750 Central Food Stores
760 Central Laundry

800 Health Care Facilities
810 Patient Bedroom
820 Patient Bath
830 Nurse Station
840 Surgery
850 Treatment
860 Service Laboratory
870 Supplies
880 Public Waiting
895 Health Care Service

900 Residential Facilities
910 Sleep/Study Without Toilet/Bath
919 Toilet/Bath
920 Sleep/Study with Toilet/Bath
935 Sleep/Study Service
950 Apartment
955 Apartment Service
970 House

000 Unclassified Facilities
050 Inactive Area
060 Alteration or Conversion Area
070 Unfinished Area

Nonassignable Area
WWW Circulation Area
XXX Custodial Area
YYY Mechanical Area
ZZZ Structural Area

See page 158 for program classification categories.

HIGHER EDUCATION FACILITIES

INVENTORY

AND

CLASSIFICATION MANUAL

Technical Report 36
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December

1972

The Facilities Inventory and Classification Procedures Manual represents a revision of USOE's Higher Education Facilities Inventory and Classification Procedures Manual and was prepared by the National Center for Higher Education Management Systems (NCHEMS) at the Western Interstate Commission for Higher Education (WICHE) under contract No. OEC-0-71-3669 with the U. S. Department of Health, Education, and Welfare, Office of Education. The project was funded in June 1971 and terminated in December 1972. This document has been developed by NCHEMS staff, 12 persons comprising a task force, and selected consultants.

This manual was reviewed and approved by NCHEMS staff, the task force, the NCHEMS Technical Council, and by qualified reviewers selected by members of the task force. In addition, an early edition of the manual was sent for review to 2500 institutions of higher education and to the facilities commission in each state. The document is now being released by NCHEMS for implementation by institutions and federal and state agencies for facilities data exchange and reporting purposes. Although the document includes suggestions, it is not designed specifically for complete, detailed management of institutional facilities.

The terminology in this document is intended to be used as a standard to be included in the communication base of the higher education community. Should questions arise concerning the manual, contact the National Center for Educational Statistics (NCES) in the U. S. Office of Education.

The manual will be sent by NCES to all institutions of higher education, state facilities commissions and related agencies, appropriate federal agencies, and to selected individuals.

Finally, some cautions regarding the manual: First, the manual is not intended to describe procedures for a total facilities inventory. Rather, the manual includes procedures for inventorying only buildings and rooms within those buildings. Second, the manual does not include procedures for utilization studies or facilities projection techniques. Third, the manual pertains to floor areas of buildings and rooms and not to dollar equivalencies of those areas. Fourth, the proration procedures included in Appendix 6 are designed only for interinstitutional exchange and reporting purposes.

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ACKNOWLEDGMENTS

This document represents the composite efforts of many individuals. It builds upon the work of those who prepared the Higher Education Facilities Classification and Inventory Procedures Manual, first printed in 1968. The lion's share of the sometimes tedious task of reviewing and recommending changes to be incorporated in this manual fell to the members of the project task force.

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Finally, a special expression of appreciation is extended to members of the NCHEMS staff, in particular Bob Wallhaus, Dennis Jones, Jim Martin, and Jo Arnold, who took the time to review the efforts of the task force and author.

PREFACE

This manual constitutes a revision of the Higher Education Facilities Inventory and Classification Procedures Manual, published by the U. S. Office of Education in 1968. The first edition of the manual was used in 1968 by state facilities commissions throughout the country as a guideline for a facilities inventory of all institutions of higher education. Most states have continued to update these inventory data annually since that time. At the time of the implementation of those procedures, most institutions lacked an adequate system of accounting for facilities in any meaningful way. Thus, the procedures contained in the first edition of the manual served as a common prototype inventory system for states and institutions with the pleasant result that most facilities data are reasonably comparable, and many institutions have similar inventory systems.

A number of events following the publication and distribution of the first edition of the facilities manual have combined to create a need for revisions. Among the most significant developments are these:

1. Requests have been made for clarification of some details in the first edition of the manual.

2. The Taxonomy of Instructional Programs in Higher Education has been developed by the National Center for Educational Statistics (NCES) in the U. S. Office of Education and incorporated into the Higher Education General Information Survey (HEGIS).

3. The Program Classification Structure (1972) has been developed by the National Center for Higher Education Management Systems (NCHEMS) at the Western Interstate Commission for Higher Education (WICHE) to provide a better tool with which to clarify management concepts pertaining to higher education. The elements of the Program Classification Structure (PCS) are being incorporated in other NCHEMS products that deal with students and staff and also will be incorporated in other NCHEMS products. The use of the PCS as a common structure is particularly important since it enhances the opportunity to establish the relationships between resources and activities. Compatibility requires that the facilities manual be revised accordingly.

In response to these developments, the U. S. Office of Education has contracted with NCHEMS at WICHE to revise the manual. The following revisions to the Higher Education Facilities Inventory and Classification Procedures Manual have been made:

1. In recognition of the need to obtain information on projected costs of replacing and remodeling facilities, the manual now provides for gathering data on ownership, gross area, condition, estimated replacement cost, assignable area, and year of construction for campus buildings. These building data are important to all agencies that provide or allocate capital funds for space acquisition. Although this mechanism was available in the first edition, it was not required by USOE nor used by many states. It is recognized that the procedures outlined in this manual are not sufficient, alone, to estimate or to project space needs by program, programm category (discipline category), or room use versus age, ownership, condition, or any of the other building data. The additional step required is to conduct the inventory and maintain the data so that the room-by-room records are cross-linked to the building data through the building identification codes and to the program and program category (discipline category) codes. In this manner, a projection process can be supported. Practically speaking, the only way this could be done is through a highly integrated, computerized inventory system.

2. Room data are categorized by room use and program. The codes for room use are essentially those of the first edition. The standard codes and definitions of programs conform to those of the Program Classification Structure (PCS) developed by the National Center for Higher Education Management Systems (NCHEMS). Some programs are further subdivided in terms of the standard disciplines (referred to as program categories in this manual) of the Taxonomy of Instructional Programs in Higher Education. Room use and program codes and definitions are provided in Appendices 6.2, 6.3, and 6.4. Comparisons between the former organizational unit codes and the present program codes are provided in Appendices 6.8, 6.9, and 6.10.

3. Room use (formerly "room type") codes have been altered in only a selected number of cases, such as dining facilities, health care facilities, and residential facilities. All former categories labeled "Other" have been supplanted by only one "Other" (590) category. The hope is that this category will be used minimally if at all. Categories for animal care, greenhouse, locker, and meeting room facilities have been added. All other codes and definitions remain essentially the same. A few other changes have been made for the purpose of clarification, rather than to alter the meaning. A comparison between the previous room type codes and the codes for room use categories in this manual is provided in Appendix 6.8.

4. Subject field codes and categories have been converted to the HEGIS discipline categories as defined in the Taxonomy of Instructional Programs in Higher Education. A comparison between the two structures is provided in Appendix 6.10.

5. Sample building and room inventory data collection and report formats are included in Sections 2.0 and 3.0.

6. A glossary of terms and an index have been added and are included in Appendix 6.6 and Section 7.0 respectively.

In making these revisions to the manual, the project staff and task force have been guided by the following principles:

1. Make the necessary changes to reflect the most recent developments in the field without destroying the intent of the first edition.

2. Construct the data categories and codes in such a way that further subdivisions for institutional purposes are possible. Many institutions, for example, inventory offices and classrooms in greater detail than is outlined in this manual. The coding is designed to permit this coding in greater detail.

3. Devise comparisons between the previous codes and the revised codes.

4. Gather only that information which is significant for the planning and management of facilities.

5. Design the data categories to be compatible with institutional facilities information needs while at the same time conforming to requirements for interinstitutional comparability and reporting.

The reader should note that, although the title of this document includes the words "Facilities Inventory," the procedures described pertain to collecting data on buildings and rooms. Other types of institutional facilities, such as playing fields and parking lots, are not included. The project task force suggests that individual institutions may wish to expand their own procedures to include these other kinds of facilities.

SECTION 1.0: INTRODUCTION

1.1 General

Institutions of higher education, like most complex organizations and agencies, need to coordinate a variety of personnel, financial, physical plant, and equipment resources in order to achieve selected goals and objectives. This manual is concerned with the classification systems, codes, and definitions necessary for describing and quantifying building areas in terms of statistical aggregations that are meaningful and useful for planning at all levels of resource allocation. Although buildings do not represent the most important resource, they play an important role in achieving the purposes of higher education. Good planning and management of this resource is of significant value for a number of reasons:

1. Buildings house the programs of colleges and universities. The amount of available building space partially defines not only the activities to which the institution may commit itself, but also the educational environment of the institution's instruction, research, and public service programs. The suitability of the facilities for the use to which they are being put directly affects the quality of institutional programs.

2. Physical facilities consume most of the institution's capital dollars and a portion of its operating dollars. Inappropriate facilities thus may be a disproportionate drain on the institution's financial resources.

3. Acquisitions of physical facilities represent a major commitment of current and projected financial resources. Decisions to construct or acquire new facilities not only represent major, long term, financial commitments, but may also define or constrain program offerings for a significant period of time.

4. College and university buildings are a highly visible resource. Architectural quality, building usage, campus accessibility, and prudent usage of capital strongly influence an institution's image.

For these and a number of other reasons, physical facilities are one of the critical and central considerations in the higher education decision-making process. Planning and management decisions regarding current operations and future directions of the institution, if made without the benefit of accurate and comprehensive information concerning physical facilities, can only lead to undesirable operating constraints.

1.2 Purposes of the Inventory

A building inventory, which is a tabulation and description of all buildings and rooms at an institution, can provide information that will be useful for many purposes. The most valuable application of a building inventory comes at the institutional level where the data may be used in at least the following ways:

1. Building and room data are useful for scheduling and assigning space and in accounting for the types of space available to the institution for different purposes.

2. Building and room data are essential for performing the institutional management functions of allocating resources, analyzing the use of resources, and planning for future resource needs. Such information is particularly useful when the management of the institution is engaged in program budgeting. In such cases building and room data are essential for determining program costs, as well as for establishing the facilities implications of altering the mix of programs offered by the institution. Room data are also useful when they indicate the amount of floor area of each room use category used by each program at the institution.

3. Another significant use for building and room data is in capital budgeting. Current, accurate inventories of buildings and rooms are essential to planners concerned with predicting needs for facilities for the foreseeable future. A well-conceived inventory should make available to the planner such building characteristics information as gross areas, assignable areas, estimated replacement costs, building condition, buildings that should be demolished, and buildings whose use is to be terminated for a variety of reasons. Even in a situation where continued expansion is an unlikely option, the need remains for capital expenditures to renovate and replace outmoded buildings. The building inventory is a useful tool for maintaining a current tabulation of such information.

4. An additional benefit to institutions is the ability to compare their own data with those of other comparable institutions.

Building information also has its appropriate applications at state and national levels that in many ways reflect institutional uses. Among the more obvious uses of such data at these levels are the following:

1. Building and room data have extensive administrative uses in both state and federal agencies. For example, criteria for construction grants and loans under Title VII of the Higher Education Act of 1965 (formerly Higher Education Facilities Act) include factors involving the available facilities and calculated indices derived from building information. College housing programs administered by the U. S. Department of Housing and Urban Development (HUD) may depend on the availability of information obtained through inventories.

2. Building and room data play an important role in state and national planning for resource requirements. Room data categorized by programs indicate to planners at these levels the facilities implications of supporting specific higher education programs.

3. Building data provide planners and decision makers with indicators of the general condition of higher education facilities. Knowledge of replacement costs and gross areas by condition of space can be helpful in giving a general idea of the capital requirements for maintaining the quality of the currently available space.

4. Summaries of building and room data enable high level agencies to generate recommendations in terms of broad policies regarding the kinds of facilities that should receive priority attention.

1.3 Organization of the Manual

The subsequent sections of this manual describe procedures for collecting higher education building data and room data for use at the institutional level, and for compiling these data for interinstitutional exchange and reporting. The intent is to present procedures that can be uniform in all institutions and are compatible with data collection efforts in other areas, e.g., staff, students, and finances. The following paragraphs summarize the content of the subsequent sections of the manual.

Section 2 outlines general procedures, data collection formats, and data categories for both building data and room data. Six categories of building data are recommended for collection by all institutions. Recommended procedures for collecting room data for institutional purposes are in terms of room use categories and institutional organizational units. For their own management purposes, some institutions may wish to subdivide some of the room use categories (e.g., offices) into more specific subcategories. For exchanging and reporting information on building inventories, Section 2 describes procedures for translating institutional room data into standard program and program category (discipline category) structures.

Section 3 is concerned with the formats of reports to external agencies, and with the compacting and aggregating of institutional building data and room data to manageable proportions for system, state, and national purposes. The building data remain in essentially the same format as in Section 2, whereas both dimensions of the room data categories (room use and program) are aggregated significantly.

Section 4 deals with the use of facilities inventory data at the institutional, state, and national levels and discusses possible linkages of the facilities inventory data with other data to enhance decision making.

Section 5 is Treatment of Special Problems and answers a series of typical questions which were asked during the field review of this document.

Section 6 is the Appendix to the manual, containing codes and definitions for the categories of building and room data discussed in Sections 2 and 3. A glossary is included, as well as a series of drawings illustrating the various categories of floor areas. Also, comparisons are presented between the categories of the first edition of the facilities manual and this edition.

Section 7 is the Index to the manual.

SECTION 2.0: THE INVENTORY PROCESS

2.1 General

The contents of this section are designed to assist the institution in collecting building and room data that will be useful for institutional planning and management and that can be aggregated and condensed for interinstitutional reporting. Note that the codes and definitions of room use vary only in minor details from the room type codes and definitions in the first edition of the facilities manual.

Categories, codes, and definitions for two types of building inventory data are discussed:

1. Building Data

2. Room Data

2.2 Building Data Collection Procedures

2.21 Definition of "Building"

A "building" is defined as a roofed structure for permanent or temporary shelter of persons, animals, plants, or equipment.

2.22 Uses of Building Data

1. To identify the buildings included in the inventory.

2. To provide tabulations of gross and total assignable areas by building.

3. To provide a means of analyzing other important building characteristics.

2.23 Buildings to Be Included and Excluded

Included in such inventories are buildings under the jurisdiction or control of the institution's governing board, whether owned or not, and whether in active use or not. The following kinds of buildings usually are excluded:

1. Those buildings located on remote institutional properties and/or used by relatively small portions of the student body for only a short period of time each year.

2. Investment properties.

3. Hospitals not owned by the institution, even though some limited research and instruction may be carried on in them.

4. Public schools not owned by the institution but used for practice teaching.

5. Federal contract research centers.

2.24 Building Characteristics

There are a number of building characteristics about which data may be useful for institutional planning and management. The following warrant collection by all institutions:

1. Gross Area
2. Assignable Area
3. Estimated Replacement Cost
4. Condition
5. Year of Construction
6. Ownership

Each of these elements is defined in Appendix 6.1.

Figure 1 illustrates a suggested collection form that may be used to gather the building data listed above. Example data are included on the form.

2.25 Other Building Data

Institutions may wish to collect other building data for internal management purposes, perhaps to provide links with room inventory data, financial data, personnel data, etc. Other building data that may be useful to the institution are the following:

1. Exact location
2. Number of floors
3. Equipment information
4. Original building cost
5. Year of initial occupancy
6. Year of latest improvements
7. Year of occupancy termination
8. Type of construction
9. Custodial area
10. Structural area
11. Circulation area
12. Mechanical area
13. Major building use.

Figure 1. Building Data Collection Form.

INSTITUTION: *Cosmopolitan College* *009999*

Name F.I.C.E. Number*

DATE OF INVENTORY: *12 / 17 / 72* COMPLETED BY: *John Doe*

Mo. Day Year

Line	Building No. or Abbrev.	Building Name	Ownership Code (a)	Year of Construc.	Condition Code (b)	Estimated Replacement Cost $	Assignable Area (ASF)	Gross Area (GSF)
1	*100*	*Withers Hall*	*1*	*1946*	*4*	*1,881,800*	*37,636*	*56,762*
2	*110*	*Phys Sciences Bldg*	*1*	*1947*	*3*	*1,500,000*	*70,010*	*47,600*
3	*121*	*Jordan Life Sci*	*1*	*1948*	*2*	*2,580,400*	*51,618*	*78,705*
4	*200*	*Larsen Bldg.*	*3*	*1965*	*1*	*7,180,800*	*143,616*	*221,000*
5	*300*	*Cosmop. Library*	*3*	*1963*	*2*	*1,997,000*	*39,840*	*63,200*
6	*331*	*Physical Ed.Center*	*1*	*1947*	*3*	*1,005,500*	*21,111*	*28,690*
7	*332*	*Kennedy Stu. Cntr.*	*1*	*1957*	*1*	*1,434,800*	*28,695*	*41,210*
8	*333*	*Julian Residences*	*3*	*1965*	*1*	*3,716,000*	*74,320*	*120,606*
9								

a. OWNERSHIP CODES
(See Appendix 6.1)
(1) Owned Fee Simple
(2) Institutional Amortization
(3) Hold. Comp. Amortization
(4) Leased or Rented
(5) Nominal Rate
(6) Not Owned, Shared (Below College)
(7) Not Owned, Shared (College)
(8) Other

b. CONDITION CODES
(See Appendix 6.1)
(1) Satisfactory (4) Remodeling-C
(2) Remodeling-A (5) Demolition
(3) Remodeling-B (6) Termination

*Federal Interagency Committee on Education

**Whatever number or abbreviation the institution wishes to use to identify uniquely each separate building. That identification must agree with the identification recorded on the room data forms for that building.

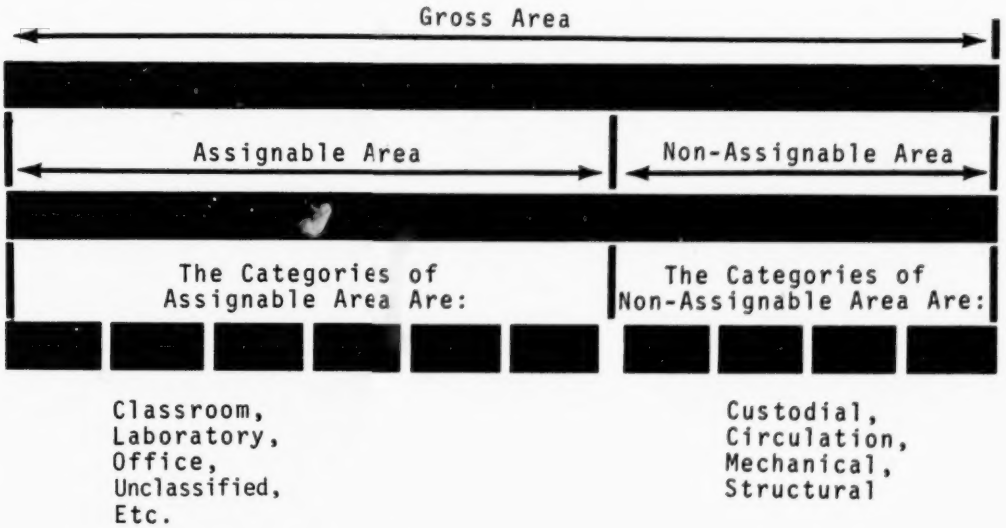
2.3 Room Data Collection Procedures

2.31 Overview

Basic to devising an inventory system for collecting room data is the development of criteria for classifying, defining, and measuring room areas. Several kinds of square footage exist in buildings and it is imperative that the users of the data have a common understanding of these types of space when utilizing the room data for managing space, planning future facilities, and making comparative space studies.

In analyzing the space within a given building, three different building area measurements may be determined. These are gross area, assignable area, and nonassignable area. Figure 2 below and the brief discussion following indicate the relationship of these terms to each other and to other space classification terms. Detailed definitions and examples of these terms are given in Appendix 6.1 and 6.5.

Figure 2. Types of Building Space



*Source: Adapted from Indiana Higher Education Facilities Study: Facilities Inventory Manual, by Paul C. Bayless and Frederick H. Wolf. Office of Schedules and Space, Purdue University, Lafayette, Indiana, November 1971.

As indicated in Figure 2,

Gross Area = Assignable Area + Nonassignable area

where

Gross Area = the sum of all floor areas of a building based on exterior dimensions;

Assignable Area = the sum of the areas in all rooms that can be used by the building occupants to carry out their functions;

Nonassignable Area = the sum of the circulation, custodial, mechanical, and structural areas.

It is the assignable area that may be further classified for analytical purposes according to room use, institutional organizational unit assignment, and standard programs and program categories (discipline categories). Nonassignable areas may be described in more detail in terms of custodial area, circulation area, mechanical area, and structural area. (See Appendix 6.5 for exact definitions and illustrations of these areas.)

2.32 Basic Data Required

Minimal requirements for an institutional room inventory include the ability to distinguish rooms on the basis of at least the following characteristics:

1. Type of Room Use
2. Institutional Organizational Unit
3. Area

For a selected number of room use types, it is useful also to record

4. Number of Stations

2.33 Room Use Categories

The codes and definitions for the categories of room use have been developed to reflect the following principles:

1. The categories should encompass all types and uses of assignable area found in buildings on the campus. Although some spaces may be of less interest than others, the omission of any space may lead to the inadvertent omission of appropriate data.

2. Terms associated with organizational units or programs should be avoided in the classification of room use. This principle has led to the introduction of some relatively unfamiliar terminology in this manual. In order to avoid such terms as "instruction," "research," and "library," for example, the terms "class laboratory," "non-class laboratory," and "study facilities" have been employed to designate rooms frequently referred to as teaching laboratories, research laboratories, and library reading rooms.

3. The proposed classification scheme is not included necessarily to replace existing institutional systems of classifying rooms, but should, to the degree possible, be compatible with existing inventory methods. The categories of room use are intentionally broad for the purpose of collecting statistical information at all levels of resource allocation.

4. The structure should allow finer categorizations of space use to serve various institutional purposes. Many institutions require information on classrooms, offices, and residential facilities, for example, in greater detail than the categories specified by this manual.

5. The system should provide meaningful and comparable summary data. Thus, for example, the definitions of room uses should be sufficiently specific to give reasonable assurance that all institutions will record comparable rooms in the same category.

6. The system should be compatible with procedures for projecting space needs. (For example, the Higher Education Facilities Planning and Management Manuals, written by H. Dahnke, et al., and published by NCHEMS at WICHE.)

The reader should note that the room use definitions in Appendix 6.2 are in terms of room use. "Room use" is a better descriptor of this dimension of the room data than "room type" because most of the definitions are descriptions of use. The actual physical characteristics of many of the room type categories are the same or similar even though the uses vary markedly. For example, the physical characteristics of an office, a small conference room, a seminar room, and even a dormitory room are very similar, if not identical. The use of the room is the distinguishing characteristic. This modification of the original manual involves little more than a change in the titles because most of the original definitions were in terms of room use. Few changes

have been made in the definitions of the various categories. Moreover, most of the changes that have been made are intended to clarify the terminology, rather than to alter the meaning. However, some categoriees have been added and the categories of health care and residential facilities have been changed because the original categories were a mixture of room uses and functions, programs, or institutional activities.

2.34 Measuring and Identifying Rooms

The floor area of each room is measured in terms of assignable square feet as defined iin Appendix 6.5. Capacity records in terms of stations are most meaningful for classrooms (chairs), class laboratories, special class laboratories, individual study laboratories (work stations), open stack reading rooms and reading/study rooms (study stations, carrels, etc.), assembly facilities (chairs), and residential facilities (beds).

In some cases individual rooms or groups of rooms have a number of uses (offices and art studios) and may serve more than one institutional activity (instruction and research). In the first case,, these pprocedures direct that a room use category should be selected for each room on the basis of the primary use of the room. Thus, no proration techniques are described for rooms that may fit more than one room use category. In the case of multiple activities, proration procedures are described in Appendix 6.7

2.35 Room Data Inventory Procedures

A suggested procedure for collecting room data in terms of categories of room use and institutional organizational units is outlined below. These procedures are designed to be performed manually at a small institution. Institutions that have access to computing capability may desire to design machine readable collection formats and computer programs to collect and compile the room data electronically. The use of electronic data processing (EDP) equipment for manipulating inventory data is increasing and many state facilities commissions are providing EDP services to institutions in their states. However, the procedure illustrated in the following pages uses a 3" X 5" card format that incorporates the basic data required for institutional management as well as exchanging and reporting purposes. The intent is to display the essential data requirements and then to encourage institutions either to use the 3" X 5" format or to design collection and output forms compatible with locally available equipment.

STEP 1. Conduct a room-by-room inventory of all assignable space at the institution.

Figure 3 illustrates a format for a 3" X 5" card that can be used to collect the data manually. Institutions with computer capabilities available might wish to develop work sheets or other appropriate EDP variations. The card includes space for entering program and program category (discipline category) codes in a later step. Generally, these codes should not be entered on the card at the time the inventory is conducted. As suggested in the figure, one card is to be completed for each room. Room use categories and codes should be selected on the basis of primary use of the room. For example, a dining room which is used as a class laboratory (210) for students to receive training in a food service instructional program, as well as a food facility (630) for students and/or the public at large, should be coded 210 if its primary use is for instructional purposes. Note the shaded portion of the card illustrated in Figure 3. The program and program category codes are the only portion of the card and inventory that differs from the procedures in the first edition of the original facilities manual.

Figure 3. A Minimum Space Survey Record

ONE 3" X 5" CARD PER ROOM
FOR MANUAL COMPLETION AND TABULATION
BY A SMALL INSTITUTION

	(f)		(g)		(h)
	Name	Code	Name	Code	
	Institutional Organizational Unit		Bldg. Identifier		Room Number
(a)	Room Use: _____				
(b)	Comments: _____				
	_____				
	_____ Stations: _____				(d)
(c)	Date: _____ Prepared By: _____				(e)
	Standard Codes				Data
	Room Use	Program	Prog. Category		Area (ASF)
	(i)	(j)	(k)		(l)

Description of items:

a. Room Use: Words or abbreviations as in standard room use categories (class laboratories, classroom, etc.) (See Appendix 6.2.)

b. Comments: Notes concerning special facilities, condition, dimensions, etc.

c. Date: "As of" date of the inventory.

d. Stations: Number of stations (classrooms, class laboratories, study facilities, assembly ffacilities, and residential facilities).

e. Prepared by: Name or initials.

f. Institutional Organizational Unit: Name or abbreviation and/or code of the institution's designation (Biology Department, Office of the President, General, etc.).

g. Building Identifier: Name or abbreviation and/or code of the building in which thee room is located.

h. Room Number: Name or number of the room represented by this card.

i. Room Use: Standard code of the room use in (a). (See Appendix 6.2; also inside front cover.)

j. Program: Standard code for the program(s) and program categories (where appropriate) being served by this room. (See Appendix 6.3; also inside back cover.)

k. Program Category: Standard code for the program categories and program subcategories (where appropriate) (HEGIS discipline(s)) being served by this room. (See Appendix 6.4; also inside back cover.)

l. Area (ASF): Assignable square feet to the nearest whole number (for each program and each program category, if more than one).

Figure 4 represents a card that may be completed as a result of this step. Note that the program and program category codes have not been entered. These entries are the subject of Step 3.

Figure 4: A Completed Room Data Record Card

Physics Dept.	*722186*	*Phy. Sci*	*309*	*215*
Name	Code	Name	Code	
Institutional Organizational Unit		Bldg. Identifier		Room Number

Room Use: *Class Laboratory*

Comments: *Special fume hoods; satisfactory condition; 2 entrances; 45' X 32'*

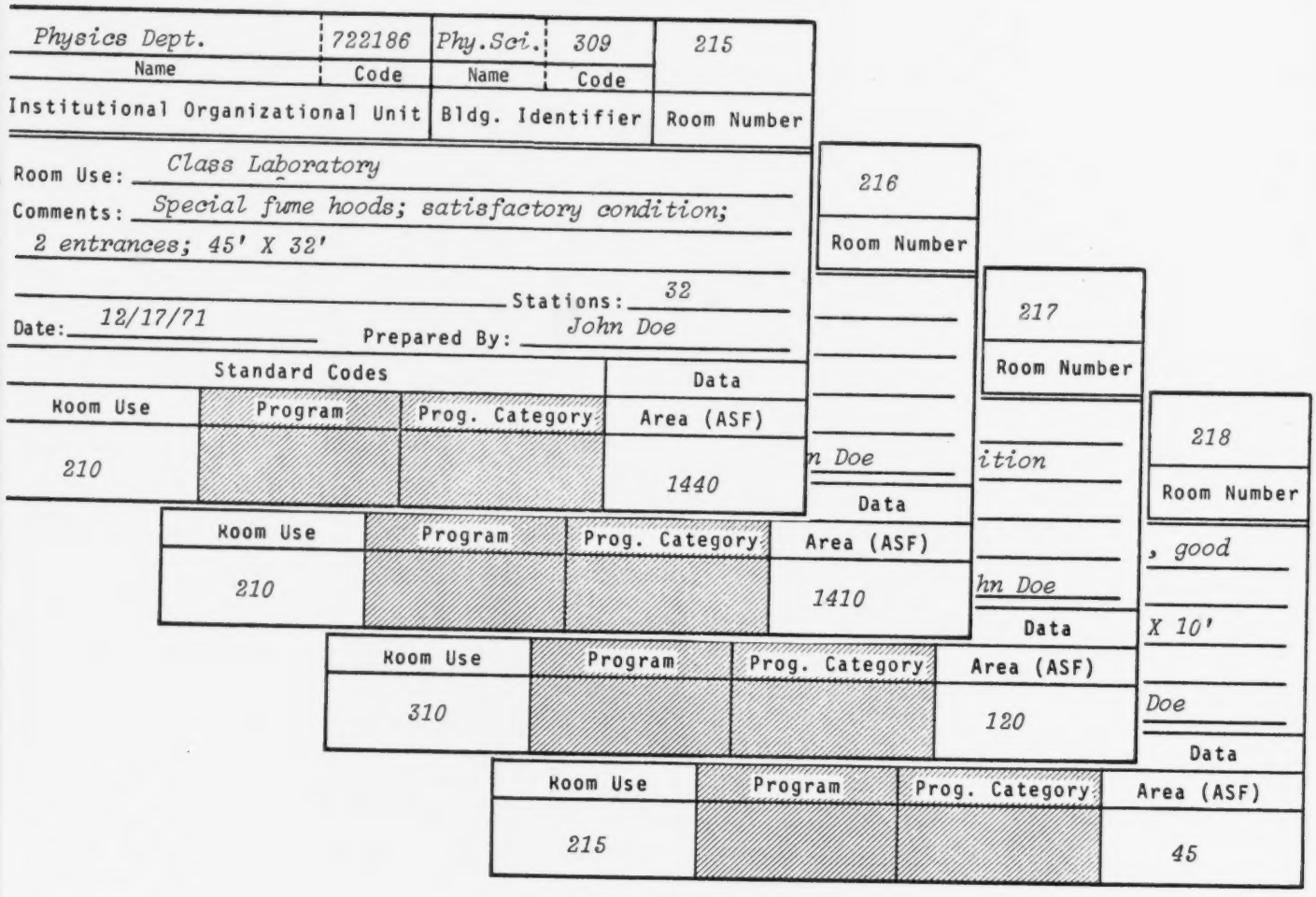
Stations: *32*

Date: *12/17/72* Prepared By: *John Doe*

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
210			*1440*

The card format illustrated and completed in Figure 4 for an example room is useful for compiling listings and summaries of room data. The cards are designed so that a number of them can be "shingled," stapled together, and copied to produce the desired listing. This technique is illustrated in Figure 5 and may be used to compile the various reports suggested in Step 2.

Figure 5. Use of the Space Survey Record To Compile Listings and Summaries.



This particular arrangement of the cards shows rooms in the Physical Sciences Building that are assigned to the Physics Department. A similar set would be prepared for rooms in other buildings assigned to the Physics Department. For this type of listing, the procedure would be duplicated for each institutional organizational unit.

STEP 2: Assemble the data in appropriate output formats for institutional use.

The following kinds of summaries have proved to be useful for internal facilities planning and management:

1. Building Detail: A room-by-room listing within each building.

   This listing will answer such questions as:

   1) What is the room use of each room?
   2) What is the floor area of each room?
   3) To which institutional organizational unit is each room assigned?

2. Institutional Organizational Unit Detail: A room-by-room listing within each institutional organizational unit.

   This listing is designed to answer such questions as:

   1) What individual rooms are assigned to which institutional organizational units?

3. Room Use Detail: A room-by-room listing within each room use category.

4. Building Summaries:

   1) A summary by room use category within each building.

   2) A summary by institutional organizational unit within each building.

   These summaries are designed to answer such questions as:

   1) How many rooms of each room use category are in each building?

   2) How many square feet of each room use category are assigned to which departmmments in each building?

5. Institutional Organizational Unit Summaries:

   1) A summary by room use category within each institutional organizational uniit.

   2) A summary by building within each institutional organizational unit.

   These summaries are designed to answer the following questions:

   3) How many rooms and square feet of each room use category are assigned to eaach institutional organizational unit?

   4) In which buildings does each institutional organizational unit have space?

2.36 Program Classifications

The term, "program," as used in this manual, refers to those identifiable sets of related activities that can be grouped together because of common, broadly defined goals and objectives. The program classificattions of this manual are essentially an outgrowth of the function categories of the first edition of the facilities manual. Program classifications provide a framework to organize and analyze data on the activities of an institution in order to determine how facilities are distributed among different kinds of activities. This categorization follows the well-established practice of classifying operating expenditures in a similar manner and is useful in deeveloping meaningful projection models.

The program classifications used in this manuall are listed in Apppendix 6.3. Imbedded in these program classifications is the HEGIS Taxonomy of Instructional Programs in Higher Education as listed in Appendix 6.4. These standard program and program category (discipline category) codes and definitions are designed to promote comparability of facilities data between and aamong institutions of higher education.

Figure 6 depicts the nomenclature, organization, and hierarchy of the program classification structure. This structure has been adapted to the facilities inventory procedures described in this manual. Unless an institution is operating in a program budgeting mode, it is not recommended that the proogram and program category codes be used for internal purposes. In such cases, internal facilities planning and management should be conducted in terms of the standard room use categories and the institution's own organizational structure.

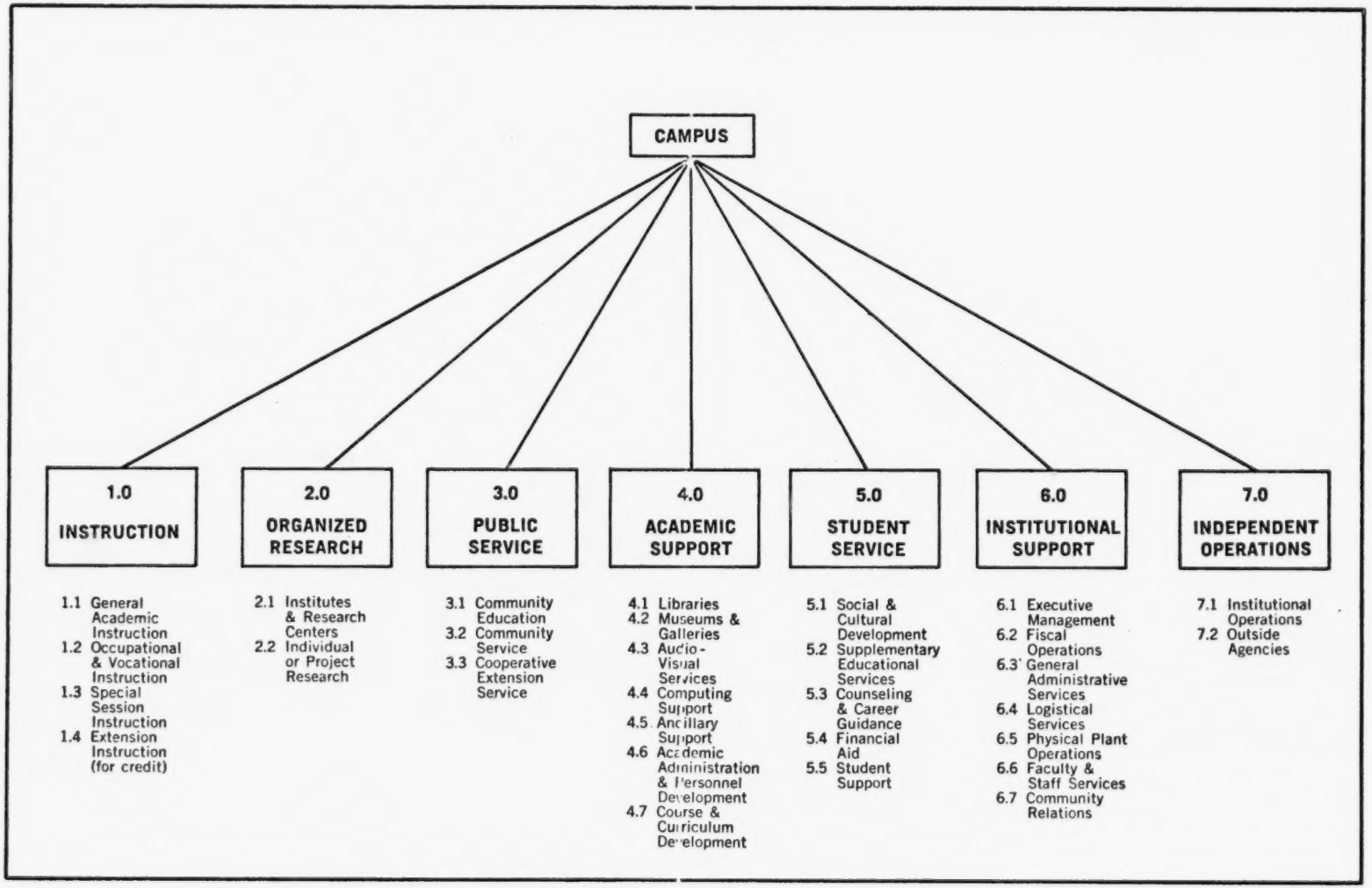
The reader should note that the program dimension of the room data (room use categories and program classifications) allows any of the room use categories to appear under any of the program listings. For example, an office (room use category 310) may be assigned to the physical sciences (code 1.1.19900) or it may be assigned to the library (code 4.1). Storage areas (room use category 730) may appear in any institutional organizational unit and program. In geeneral any room use category may be assigned to any program classification.

For the purposes of assigning standard program and program category codes to the rooms, continuation of the room data inventory procedures outlined in Section 2.35 beginning on page 11 would involve the following step.

STEP 3: Translate the institutional organizational unit name and/or code into the approopriate program and program category (discipline) code as listed and defined in Appendices 6.3 and 6.4.

If the institution is operating in a program budgeting mode, or if the institution is not so operating but desires to exchange data with another institution, using a progrram budget format for comparability, then there remains the task of linking the floor areas with the program(s) and (where appropriate) program categories served by those floor areas. For purposes of comparison and reporting, programs and program categories should be recorded in terms of the standard categories listed in Appendices 6.2 and 6.3 respectively. In most cases there will be a one-to-one correspondence between the institutional organizational unit to which

Figure 6. Program Classification Structure[a]



[a]For a complete explanation of the structure, see Warren W. Gulko, Program Classification Structure (Boulder: Western Interstate Commission for Higher Education, 1972). See Figures 8 and 9, pages 26 and 27, for the recommended facilities data reporting categories that derive from this structure.

the space is assigned and a standard program listed in Appendix 6.4. Entries on the 3" X 5" room data record card should be made in items j and k as indicated in Figure 3, page 14. The room data record card shown as Figure 7 illustrates this procedure.

Figure 7. Sample Space Survey Record
Showing Room Use Categories by Program Classification

Physics Dept.	*722186*	*Phy.Sci.*	*309*	*215*
Name	Code	Name	Code	
Institutional Organizational Unit		Bldg. Identifier		Room Number

Room Use: *Class Laboratory*

Comments: *Special fume hoods; satisfactory condition; 2 entrances; 45' X 32'*

Stations: *32*

Date: *12/17/72* Prepared By: *John Doe*

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
210	*1.1*	*1900*	*1440*

The reader should note two important items:

1. All classrooms are to be coded with program category code 0000, but may be assigned to an appropriate program code (e.g., 1.1, 1.2, 5.1, etc.) based on primary use of the room.

2. There are cases in which a given room serves more than one activity and therefore must be prorated to the appropriate program categories and/or distributed to the appropriate program classifications. Distribution and proration to multiple programs and/or multiple program categories, respectively, should be performed only when a room cannot be assigned on the basis of primary use. Distribution and proration procedures are outlined in Appendix 6.7.

This step presupposes a room-by-room coding of programs and program categories (discipline categories) and is designed only for the smallest of institutions. For larger colleges and universities, an alternative method that is more compatible with modern data processing capabilities would be to summarize the information on the basis of room use categories for each institutional organizational unit and then assign thhe appropriate program and program category codes to each group of rooms, applying any appropriate prorations and/or distributions to these aggregate amounts of floor area.

SECTION 3.0: THE REPORTING PROCESS

3.1 General

The purpose of this section is to suggest possible ways in which the various data categoriess could be aggregated to facilitate interinstitutional data exchange and reporting.

3.2 Suggested Interinstitutional Exchange and Reporting Formats

The procedures contained in this manual are designed to promote exchange of building and room data as well as to assist in collecting such data for internal management and planning purposes. One guideline of this manual has been that exchange and reporting will occur with respect to the following kinds of data:

1. Building Data:

    1) Gross Area
    2) Assignable Area
    3) Estimated Replacement Cost
    4) Condition
    5) Year of Construction
    6) Ownership

2. Room DData:

    1) Assignable Area
    2) Stations (where appropriate)
    3) Room Use Classification
    4) Standard Program Classification
    5) Standard Program Category Classification
       (HEGIS Discipline Categories and Others, Where Appropriate)

3.21 Levels of Detail

Given that tthese building data and room data categories are relevant to planning requirements of higher level agencies, the question becomes one of determining the appropriatte level of detail so as to not exceed the limits of manageability. In this regard, it is recommended that data of the following levels of detail be collected for purposes of exchange and reporting:

1. Building Data: A campus-by-campus summary of gross and assignable areas and estimated replacement cost for each category, i.e., condition, ownership, and year of construction. Figure 8 illustrates an example.

Figure 8. Building Data Summary Report.

INSTITUTION: *Cosmopolitan College* F.I.C.E. CODE: *009999*

LOCATION: *Sometown* *Astate* *00000*

City State Zip

DATE OF INVENTORY: *12* / *22* / *72*

Mo. Day Year

DATA CATEGORY	ESTIMATED REPLACEMENT COST	ASSIGNABLE AREA (ASF)	GROSS AREA (GSF)
Condition: Satisfactory	*12,331,500*	*246,631*	*382,816*
Remodeling A	*4,572,900*	*91,458*	*141,905*
Remodeling B	*2,556,000*	*51,121*	*76,290*
Remodeling C	*1,881,800*	*37,636*	*56,762*
Demolition			
Termination			
Total	*21,342,200*	*426,846*	*657,773*
Ownership: Owned Fee Simple	*8,493,500*	*169,870*	*252,967*
Inst. Amor.	-	-	-
Holding Co. Amor.	*12,848,700*	*256,976*	*404,806*
Leased or Rented	-	-	-
Nominal Rate	-	-	-
Not Owned, Shared	-	-	-
Not Owned, Shared, (Col)	-	-	-
Other	-	-	-
Total	*21,342,200*	*426,846*	*657,773*
Year of Construction:			
Pre-1900	-	-	-
1900-1930	-	-	-
1931-1950	*7,014,700*	*140,375*	*211,757*
1951-1960	*1,434,700*	*28,695*	*41,210*
1961-1965	*12,882,800*	*257,776*	*404,806*
1966-Present	-	-	-
Total	*21,342,200*	*426,846*	*657,773*

2. Room Data: A campus-by-campus summarization off assignable area distributed to programs and prorated to program categories where the following aggregations have occurred:

   1) Room use categories aggregated to the following program categories:

(1)	100	Classroom Facilities
(2)	210	Class Laboratory
(3)	220	Special Class Laboratory
(4)	230	Individual Study Laboratory
(5)	250	Non-Class Laboratory
(6)	300	Office Facilities
(7)	400	Study Facilities
(8)	500	Special Use Facilities
(9)	600	Geeneral Use Facilities
(10)	700	Supporting Facilitties
(11)	800	Health Care Facilities
(12)	900	Residential Facilities
(13)	0000	Unclassified Facilities

   2) HEGIS taxonomy in programs 1.0 instruction, 2.0 organized research, and 3.0 public service aggregated to at least the program category level (e.g., physical sciences - 1900, fine and applied arts - 1000, etc.).

   3) Programs aggregated to the items listed below:

(1)	1.0	Instruction
(2)	2.0	Organized Research
(3)	3.0	Public Service
(4)	4.0	Academic Support
(5)	(4.1.0000)	(Libraries)
(6)	(4.5.1200)	(Teaching Hospitals)
(7)	(4.6.0000)	(Academic Support and Personnel Development)
(8)	5.0	Student Services
(9)	(5.1.7200)	(Intercollegiate Athletics)
(10)	(5.5.7320)	(Health Services [Student])
(11)	(5.5.7330)	(Housing Services [Student])
(12)	6.0	Institutional Support
(13)	(6.5.0000)	(Physical Plant Operations)
(14)	(6.6.7330)	(Housing Services [Faculty and Staff])
(15)	7.0	Independent Operations
(16)	8.0*	Unassigned

*Program 8.0 unassigned is not a Program Classification Structure category, but has been created exclusively for facilities inventory purposes.

Figure 9. Assignable Square Feet by Room Use Categories in Each Program.

(Example of report format with columns here compressed for brevity.)

INSTITUTION: _____

LOCATION: _____

"AS OF" DATE OF THIS INVENTORY: _____

PREPARED BY: _____ DATE: _____

Programs	Room Use Categories													
	100 Classroom	210 Class Lab	Special Class Lab	230 Indiv. Study Laboratory	250 Non-Class Laboratory	300 Office Facilities	400 Study Facilities	500 Special Use Facilities	600 General Use Facilities	700 Supporting Facilities	800 Health Care Facilities	900 Residential Facilities	000 Unclassified Facilities	Total
1.0 INSTRUCTION PROGRAM														
2.0 ORGANIZED RESEARCH														
3.0 PUBLIC SERVICE														
4.0 ACADEMIC SUPPORT														
4.1.0000* Libraries	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
4.5.1200* Teaching Hospitals	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
4.6.0000* Academic Support and Persnl. Dev.	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
5.0 STUDENT SERVICES														
5.1.7200* Intercoll. Athletics	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
5.5.7320* Health Services	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
5.5.7330* Housing Services	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
6.0 INSTITUTIONAL SUPPORT														
6.5.0000* Phys. Plant Operations	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
6.6.7330* Housing Services	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )	( )
7.0 INDEPENDENT OPERATIONS														
8.0 UNASSIGNED														
Total														

*Included in the respective program subtotal; not duplicated in the total.

Figure 10. Assignable Square Feet by Room Use Categories in Each Program Category (Discipline).

(Example of report format with columns here compressed for brevity.)

INSTITUTION: _____

LOCATION: _____

"AS OF" DATE OF THIS INVENTORY: _____

PREPARED BY: _____ DATE: _____

Program: _____ (1.0 Instruction, 2.0 Organized Research, or 3.0 Public Service)	Room Use Categories								
	100	210	220	230	250	300	400		
HEGIS Disciplines	Classroom	Class Lab	Special Class Lab	Indiv. Study Laboratory	Non-Class Laboratory	Office Facilities	Study Facilities	All Other Facilities*	Total
0000 General									
0100 Agriculture & Natural Resources									
0200 Architecture & Environmental Design									
0300 Area Studies									
0400 Biological Sciences									
0500 Business & Management									
0600 Communication									
0700 Computer & Information Sciences									
0800 Education (Incl. Physical Education)									
0835 Physical Education**	( )	( )	( )	( )	( )	( )	( )	( )	( )
0900 Engineering									
1000 Fine & Applied Arts									
1100 Foreign Languages									
1200 Health Professions									
1201 General Health Professions**	( )	( )	( )	( )	( )	( )	( )	( )	( )
1203 Nursing**	( )	( )	( )	( )	( )	( )	( )	( )	( )
1204 Dentistry**	( )	( )	( )	( )	( )	( )	( )	( )	
1206 Medicine**	( )	( )	( )	( )	( )	( )	( )	( )	
1209 Optometry**	( )	( )	( )	( )	( )	( )	( )	( )	
1211 Pharmacy**	( )	( )	( )	( )	( )	( )	( )	( )	( )
1214 Public Health**	( )	( )	( )	( )	( )	( )	( )	( )	( )
1218 Veterinary Medicine**	( )	( )	( )	( )	( )	( )	( )	( )	( )
1299 Other Health Professions**	( )	( )	( )	( )	( )	( )	( )	( )	( )
1300 Home Economics									
1400 Law									
1500 Letters									
1600 Library Science									
1700 Mathematics									
1800 Military Science									
1900 Physical Sciences									
2000 Psychology									
2100 Public Affairs & Services									
2200 Social Sciences									
2300 Theology									
4900 Interdisciplinary Studies									
5000 Business & Commerce Technologies									
5100 Data Processing Technologies									
5200 Health Services & Paramedical Tech.									
5300 Mechanical & Engineering Technologies									
5400 Natural Sciences Technologies									
5500 Public Service Related Technologies									
Total Program									

*Room use codes 500-900 and 000.

**Included in the respective program categories subtotals; not duplicated in the total.

At least two report formats are necessary to display this amount of information. The first, illustrated in Figure 9, displays room data by the major room use categories and programs listed above but excludes program categories (discipline categories). Figure 10 illustrates report format displaying room data by the major room use categories and program categories. One of these reports (Figure 10) would be prepared for each program-1.0 instruction, 2.0 organized research, and 3.0 public service.

SECTION 4.0: USES OF THE DATA

4.1 General

The purpose of this section is to describe uses for building and room data and to suggest possible ways in which the various data categories could be aggregated to facilitate data exchange and reporting at the national, regional, state, and institutional levels.

4.2 Uses at the National, Regioonal and State Levels

Higher educational facilities information, as provided by the National Center for Educational Statistics, is used by numerous government agencies at the national, regional, and state level: agencies that provide funds for educational facilities, administrators of federal programs for higher educattion, and planners and policy makers for education at all levels of government. The needs to fulfill these diverse requirements on a consistent basis range from attempts to predict long-range facility requirements to the understanding of the rehabilitation and service needs of the existing physical plants devoted to programs for higher education.

4.3 Uses at the Institutional Level

4.31 General Overview

Large and small institutions, both public and private, are confronnted with problems of measuring current program capacitty, estimating future physical facility needs, establishing priorities for new construction, allocating existing spaces to meet ongoing needs, and delineatting present and future problems with regard to the maintenance of the physical plant. The data requested for the facilities inventory can be used by institutions to answer some of these problems. With additional effort many institutions can convert their facilities inventory effort into an active physical planning, allocation, and operations guide.

4.32 Planning and Allocation Uses

Because of the many overlapping uses of facilities data for both planning and allocation purposes, the two uses can be considered together. A list of these uses, although not exhaustive, follows:

1. Description of space by function, organizational unit, and type.

2. Identification of space appropriate to the accomplishment of specific programs, i.e., reassignment of offices.

3. Conversion of space from one use to another.

4. Description of space, qualitatively and quantitatively.

5. Projections of long-range building needs.

6. Determination of capital budget requests.

7. Determination of indirect cost rates for sponsored projects.

8. Remodeling requirementss.

9. Comparison with other institutions.

10. Interpretations of needs to alumni and public groups alike.

Briefly summarized, a carefully devised space inventory provides useful information in the process of making decisions which are of both immediate and long-range interest to the college or university.

4.33 Operational Uses

Decisions about the operations of the physical plant range from the day-to-day cleaning and maintenance programs to such long-term considerations as painting and-renovation programs. Such decisions are based upon two simple pieces of data for each space in the facilities inventory:

1. The last date at which a specific operational task occurred, such as the date that a room was last painted or the windows last cleaned or tthe light bulb replaced.

2. The estimated optimum time to elapse before the same operational task must be repeated.

By adding the replacement cycle (2) to the date of the last occurrence (1), the actual date at which the replacement or refurnishing task should occur is simply derived. This cycling technique, for example, would allow one to know the total area of wall surfaces to be painted in the next fiscal year if one

choses to repaint each space once during every eight years. Conversely, if a facilities manager wanted to know the dollar impact of providing a freshly painted environment every three years, the cycling technique could also provide that data, including the specific identification of those spaces that are to be painted.

Some examples of the operational uses of facilities data, along with the specific data elements required on a room-by-room inventory, follow:

Operational Uses	Required Data by Room
Room painting	Date last painted
Window blind cleaning	Date last cleaned
Light bulb replacement	Date last replaced
Floor covering replacement	Date last installed
Acoustical ceiling tile replacement	Date last installed
Fire extinguisher and safety equipment serviced or replaced	Date last checked
Air conditioning filter replacement	Date last replaced
Door lock change, for security	Date last changed

To summarize, any item with a finite life and an associative cost for recycling should be tracked so that a facilities manager can plan ahead for the necessary budgetary requirements.

4.4 Implementation Alternatives

4.41 General Overview

There are primarily three levels of implementation techniques to store and retrieve the building and room data elements as outlined in this manual. In an ascending order of technical sophistication, these techniques are (1) the hand posting and the manual sorting of room data records, (2) simple computer tabulations of machine

recorded room data records, and (3) the use of management information systems designed specifically for comprehending the physical resources of the college or university. The selection of the appropriate implementation level of the facilities data for any institution should largely depend upon the institution's desire as well as capability.

4.42 Hand-Posted Room Data Records

This technique is quite adequate for meeting the basic inventory requirements of colleges and universities that neither require an automated approach nor have the automation equipment to provide a different approach. The specific details of this technique have been outlined step-by-step in Section 2.0: The Inventory Process.

4.43 Computer Tabulations

The simplest technique for implementing computer tabulations of facilities inventory data is to key punch the data elements outlined in Section 2.0 on tab cards, thereby creating an inventory file made up of individual room data records for each space. This effort can be accomplished either during the initial data collection phase or, if hand-posted room data records already exist, by converting the existing data.

The next step is to have the key-punched room records processed by a computer to provide the same data listings, sorting, and subtotaling routines that were recommended for the hand-posted records described in Section 2.0.

The benefits to be derived by automating room data records and using computer tabulations to provide inventory reports are significant. They include such noteworthy items as the elimination of simple errors of addition, the flexibility of reporting, the timeliness of the reports, and the ease with which the inventory can be maintained.

4.44 Management Information Systems

The differences between this approach and the computer tabulation approach are twofold: the level of technical sophistication that is required, and the level of use of the captured data. To put it simply, colleges and universities that desire to make more effective use of facilities inventory data require more advanced information systems to increase the utility of the data.

Although most managers will define people, dollars, and facilities as the three basic resources available to meet the academic goals of any college or university, few have devoted the same level of energy and expertise to applying computer techniques to their facilities resources as they have to the other two.

Many colleges and universities, unfortunately, lack either the funds required to develop such systems or the computer equipment required to support the system. Such systems do exist, however, and frequently smaller institutions can look to consortium arrangements to provide themselves with either the equipment or the system they may need to serve their purposes. Several such consortiums have appeared recently. Such arrangements are presently underway on the east coast with M.I.T., Harvard Medical Schools, Brown University, and Syracuse University all participating in the use of a facilities management information system at M.I.T., called INSITE II.

Similarily, the ICHE-2 System provides an institutionally oriented space management tool designed to record detail internal management data as well as summary information required by state and federal authorities. As used by the Indiana Commission for Higher Education, both public and private institutions are provided the opportunity to participate voluntarily in updating their annual facilities data and are relieved of the time consuming task of preparing their own inventory reports and completing state and federal space related forms. Furthermore, this system provides the capability of projecting future academic-administrative space needs which reflects each institution's unique program needs and operational policies. Thus it is possible to go beyond the mere collection of inventory data, and the institutions and the state commission are provided with an important management tool for planning and administering capital resources.

The growth of such arrangements should bring to many smaller institutions the capability of using data gathered in the facilities inventory, for a broader range of institutional management purposes.

SECTION 5.0: TREATMENT OF SPECIAL PROBLEMS

The following are answers to typical questions that were posed to the NCHEMS staff and task force during the review process of the draft of the revised Higher Education Facilities Inventory and Classification Manual.

1. Question: How does the coding scheme account for such spaces as offices in residential, study, and health care spaces?

   Answer: One of the key principles of the manual is that the coding scheme is a two dimensional matrix and that summaries of spaces assigned to activities such as residence halls can be achieved by summing the appropriate column of the matrix. The authors have attempted to keep the room use categories free from activity connotations. Therefore, the room use category office (310) may be found under any number of program classifications. For example, all spaces assigned to housing students can be found by summing the column under 5.5.7330 housing services (student). All student health care facilities can be found by summing the column under 5.5.7320 health services (student). All spaces assigned to library activities can be found by summing the column under 4.1 libraries.

2. Question: Why does the manual not treat the various kinds of offices (faculty, administrative, secretarial, double occupancy) and classrooms (lecture, seminar)?

   Answer: The authors of the facilities inventory manual believe that excessive detail in coding various room use categories would be counterproductive. That such detailed information is institutionally useful is recognized and, therefore, allowances have been made in the room use codes to permit entering such detail. For example, office (310) could be disaggregated for institutional use to (311) faculty office, (312) administrative office, and (313) clerical office.

3. Question: How should facilities such as parking lots, tennis courts, playing fields, open swimming pools, and tracks be treated?

   Answer: The manual deals only with procedures for describing buildings and rooms. The authors recognize that these do not constitute the full range of facilities of most institutions. It is recommended that where such additional facility information is required, the institution develop its own codification scheme. The manual suggests such action rather than discourages it.

4. Question: How are classrooms that typically house activities of a number of programs and disciplines to be coded?

   Answer: All classrooms, regardless of use, are to be coded 0000 as far as the program category (discipline category) code is concerned. Classrooms may be coded with one of several program codes (e.g., 1.1, 1.2, 3.1) depending on the primary use of the room.

   Note that the following room use codes are normally not used with instruction program codes. This has been a common error in the past and it is suggested that the definitions for each code be reviewed. If the various facilities listed below are legitimately part of an instruction program, then the room type codes included in the parentheses are the proper ones to use.

   530 Audio/Visual, Radio, TV Facilities (becomes laboratory 210, 220, 230)
   610 Assembly Facilities (becomes classroom 110)
   710 Data Processing/Computer Facilities (becomes laboratory 210, 220, 230)
   720 Shop Facilities (becomes laboratory service 215, 225, 235, or 255)
   730 Storage Facilities (becomes classroom or laboratory service 115, 215, 225, etc.)

5. Question: How are heating plants to be coded?

   Answer: The assignable areas in heating plants should be coded in the appropriate room use category; i.e., office (310), conference room (350), locker room (690). All such rooms that are part of heating plant operations should be given a program classification code of 6.5 physical plant operations. Note that the major portion of heating plants is nonassignable area.

6. Question: How are interview rooms to be treated?

   Answer: Interview rooms may be classified as office (310) or office service (315) depending upon the nature of the space. The program classification of interview rooms depends upon the type of activities conducted therein. Some possible program classification codes are 5.3 counseling and career guidance, 5.4 financial aid, 6.3 general administrative services, or 6.7 community relations.

7. Question: How are areas used for "departmental research" to be coded?

   Answer: According to the conventions and definitions in the Program Classification Structure, spaces used for "departmental research" are to be coded under the 1.0 instruction program (or one of the categories under instruction) and the appropriate program category code. Please refer to Appendix 6.32 of the manual.

8. Question: How are library study rooms assigned only to faculty to be treated?

   Answer: Faculty study rooms in libraries are to be coded 4.1 libraries, even though they are restricted to faculty use. However, if a faculty member has been assigned such a room as his main office, its room use should be office (310), and it is to be coded under the appropriate instruction (1.0) and/or organized research (2.0) and/or public service (3.0) program and program category classification(s).

9. Question: How are "departmental libraries" to be coded?

   Answer: The library program designation, 4.1, is for those libraries that are centrally operated, staffed, and controlled. No departmental library is to be so designated, no matter how formal or rigid its operation, unless the staffing and administration is under the control of the main library and/or its major branches. If not so staffed, departmental libraries should be coded with the appropriate instruction program code (e.g., 1.1 or 1.2) and program category code (e.g., 0100 or 0800).

10. Question: How are spaces assigned to alumni associations to be treated?

    Answer: Spaces assigned to alumni associations should be given the appropriate room use designation and coded 6.7 community relations for the program classification.

11. Question: How are fraternity and sorority houses to be treated?

    Answer: Fraternity houses and rooms that are part of university facilities and are not separately organized and controlled are to be classified as 5.5.7330 housing services (student) and with the appropriate room use code; (970) house, or one of the sleep/study categories. However, if the fraternities are not budgeted through or controlled by the university, then their facilities should not be included in the inventory.

12. Question. How are "student unions" and similar student activity centers to be treated?

    Answer: In general, the recreational spaces for student activities are classified with room use categories in the (300) office facilities and (600) general use facilities series. Social and cultural development (5.1) is the appropriate program code for student organizations, recreational activities, and cultural activities.

13. Question: How are "campus publications" to be coded?

    Answer: If the control and/or direct supervision of "campus publication" activities is under the institutional administration (i.e., The University Press), 6.4 logistical services is the appropriate program code. If the activities are under the auspices of a journalism department, then the appropriate instruction code is proper. Typical student newspaper spaces are to be coded 5.1 social and cultural development.

14. Question: Offices serve many clients. How are they to be coded?

    Answer: Any and all offices are coded 310 regardless of the occupant. Distinctions among types of clients and activities are made by the program classification dimension of the inventory framework. This is a principle that applies to all room use categories. Food facilities are another example. Any and all food facilities should be coded (630 - 635) food facilities. Snack bars and eating rooms not open to the public, but operated by the institutional administration, should be coded 5.5 student support and/or 6.6 faculty and staff support. Teaching hospital dining facilities are 4.5.1200.

15. Question: How should custodial areas, elevators, lifts, and dumbwaiters be coded?

    Answer: Custodial areas, whether in dormitories or in any other buildings on campus, should be coded XXX custodial area. Most elevator shafts are part of the circulation areas and are properly coded WWW. However, an elevator that is really a booklift for a library should be coded (455) study service. In some recording offices there is a lift or dumbwaiter to bring files and records from one floor to another. Such a device should be considered part of the office facilities and should be coded 3.15. In a bookstore, an elevator that is not open to the public, even though occasionally a member of the staff may ride in it, but instead serves almost solely for hauling books and merchandise should be considered a merchandising facilities service and should be coded 665. A sidewalk elevator that serves the mechanical areas (hauling up cinders, rubbish, bales of paper, etc.) should be coded YYY.

16. Question: Lounges serve many clients. How are they to be coded?

    Answer: Any and all lounges are coded 650 regardless of the activity. Distinctions among occupants and activities are made by the program classification code. Lounges may house instruction activities (1.0), library activities (4.1), student recreation (5.1), or administrative activities (6.3).

17. Question: How should receiving areas be treated?

    Answer: Generally, receiving areas should be treated as circulation space. However, if the receiving area is used as storage space also, then it should be regarded as assignable area and coded (730) storage.

18. Question: How is spectator seating to be treated?

    Answer: Spectator seating, if permanent, is properly coded 523 and given a program code of 5.1.7200. If the seating is of the fold-up type, the space should not be separately inventoried.

19. Question: How should chapels be coded?

    Answer: A chapel meets the definition of a "devotional" facility and should be given a room coding of (610) assembly along with all other devotional purposes facilities. The usual program coding is 5.1 if under university control. If the chapel is not under university control, it should not be inventoried.

20. Question: How are day care centers to be coded?

    Answer: If day care centers are institutionally controlled, they should be coded 5.5 student support or 6.6 faculty and staff services. With regard to the room use code, (550) demonstration or (590) other may be used.

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Appendix 6.1

BUILDING DATA DEFINITIONS AND CODES

1. Gross Area (See Appendix 6.5, Item 1)

2. Assignable Area (See Appendix 6.5, Item 2)

3. Estimated Replacement Cost

    1. Definition: The estimated cost to replace the building at the time of the inventory.

    2. Basis for Measurement: Determined in terms of the cost to replace the building's assignable floor area at current construction costs in accordance with current building codes, standard construction methods, and currently accepted practices and policies of the institution. The Engineering News Record is one frequently used source of information for determining construction cost indices.

    3. Description: The replacement cost of fixed equipment in the building should be included.

4. Condition

    1. Definition: The physical status and quality of the building at the time of the inventory, based on the best judgment of those responsible for campus development.

    2. Description: This building characteristic has the following categories:

        1) Satisfactory

            Suitable for continued use with normal maintenance.

        2) Remodeling - A

            Requires restoration to present acceptable standards without major room use changes, alterations, or modernizations. The approximate cost of "Remodeling A" is not greater than 25% of the estimated replacement cost of the building.

        3) Remodeling - B

            Requires major updating and/or modernization of the building. The approximate cost of "Remodeling B" is greater than 25%, but not greater than 50% of the estimated replacement cost of the building.

4) Remodeling - C

Requires major remodeling of the building. The approximate cost of "Remodeling C" is greater than 50% of the replacement cost of the building.

5) Demolition

Should be demolished or abandoned because the building is unsafe or structurally unsound, irrespective of the need for the space or the availability of funds for a replacement. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for demolition, its condition is recorded as "demolition," regardless of its condition.

6) Termination

Planned termination or relinquishment of occupancy of the building for reasons other than unsafeness or structural unsoundness, such as abandonment of temporary units or vacation of leased space. This category takes precedence over categories 1, 2, 3, and 4. If a building is scheduled for termination, its condition is recorded as "termination," regardless of its condition.

5. Year of Construction

1. Definition: The calendar year in which the original building was completed regardless of any later date of occupancy, as in case of leased or rented buildings.

6. Ownership

1. Definition: The agency with which the title to the building rests.

2. Description: Use the following categories:

1) Owned in fee simple.

2) Title vested in the institution and being paid for on an amortization schedule (regardless of whether the building is shared with another institution or organization).

Appendix 6.1: Building Data Definitions and Codes (Continued)

3) Title vested in a holding company or building corporation to which payments are being made by the institution; title will ultimately pass to the institution. (Includes lease-purchase arrangements.)

4) Not owned by the institution, but leased or rented to the institution at a typical local rate.

5) Not owned by the institution, but made available to the institution either at no cost or at a nominal rate.

6) Not owned by the institution, but shared with an educational organization that is not a postsecondary institution.

7) Not owned by the institution, but shared with another post-secondary educational institution.

8) Other (e.g., not owned by the institution, but shared with a noneducational institution).

Appendix 6.2

ROOM DATA DEFINITIONS AND CODES/

STANDARD ROOM USE CATEGORIES

Summary

ASSIGNABLE AREA

100 CLASSROOM FACILITIES

110 Classroom
115 Classroom Service

200 LABORATORY FACILITIES

210 Class Laboratory
215 Class Laboratory Service

220 Special Class Laboratory
225 Special Class Laboratory Service

230 Individual Study Laboratory
235 Individual Study Laboratory Service

250 Non-Class Laboratory
255 Non-Class Laboratory Service

300 OFFICE FACILITIES

310 Office
315 Office Service

350 Conference Room (Office Related)
355 Conference Room Service (Office Related)

400 STUDY FACILITIES

410 Reading/Study Room

420 Stack

430 Open Stack Reading Room

440 Processing Room

455 Study Service

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

ASSIGNABLE AREA (Continued)

500 SPECIAL USE FACILITIES

510 Armory
515 Armory Service

520 Athletic/Physical Education
523 Athletic Facilities Spectator Seating
525 Athletic/Physical Education Service

530 Audio/Visual, Radio, TV
535 Audio/Visual, Radio, TV Service

540 Clinic (Non-Health Professions)
545 Clinic Service (Non-Health Professions)

550 Demonstration
555 Demonstration Service

560 Field Building

570 Animal Quarters
575 Animal Quarters Service

580 Greenhouse
585 Greenhouse Service

590 Other (All Purpose)

600 GENERAL USE FACILITIES

610 Assembly
615 Assembly Service

620 Exhibition
625 Exhibition Service

630 Food Facilities
635 Food Facilities Service

650 Lounge
655 Lounge Service

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

ASSIGNABLE AREA (Continued)

660 Merchandising Facilities
665 Merchandising Facilities Service

670 Recreation
675 Recreation Service

680 Meeting Room (See also 350)
685 Meeting Room Service

690 Locker Room

700 SUPPORTING FACILITIES

710 Data Processing/Computer
715 Data Processing/Computer Service

720 Shop
725 Shop Service

730 Storage
735 Storage Service

740 Vehicle Storage Facility
745 Vehicle Storage Facility Service

750 Central Food Stores

760 Central Laundry

800 HEALTH CARE FACILITIES

810 Patient Bedroom

820 Patient Bath

830 Nurse Station

840 Surgery

850 Treatment

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

ASSIGNABLE AREA (Continued)

860 Service Laboratory

870 Supplies

880 Public Waiting

895 Health Care Service

900 RESIDENTIAL FACILITIES*

910 Sleep/Study Without Toilet/Bath
919 Toilet/Bath

920 Sleep/Study with Toilet/Bath

935 Sleep/Study Service

950 House

970 Apartment
975 Apartment Service

000 UNCLASSIFIED FACILITIES

050 Inactive Area**

060 Alteration or Conversion Area

070 Unfinished Area

*In the coding of individual rooms and thus in tabulations at the 3-digit level of detail, 910 does not include 919, and 970 does not include 975. In reports tabulated at the 2-digit level, however, 910 would include 919, and 970 would include 975, just as all other xx0 codes would then include the here-unlisted service categories coded xx5. (Note that the here-listed service categories coded 455, 895, and 935 are deliberately so coded, so that they will appear separately as additive items in reports tabulated at the 2-digit level of detail.)

**Note that an unused room which is clearly an office but not assigned to any program could be coded 310 with program code 8.1.

Appendix 6.2: Room Data Definitions and Codes/ Standard Room Use Categories (Continued)

NONASSIGNABLE AREA

Note: The following categories are included to complete the list of room use categories but are not recommended for collection purposes. Institutions collecting nonassignable area data may find them useful for plant management purposes. See Appendix 6.5 for complete definitions, descriptions, and illustrations of these categories.

WWW CIRCULATION AREA

XXX CUSTODIAL AREA

YYY MECHANICAL AREA

ZZZ STRUCTURAL AREA

Discussion

ASSIGNABLE AREAS

100 CLASSROOM FACILITIES

110 Classroom

Definition: A room used by classes that do not require special-purpose equipment for student use.

Description: Included in this category are rooms generally used for scheduled instruction requiring no special equipment and referred to as lecture rooms, lecture-demonstration rooms, seminar rooms, and general purpose classrooms. A classroom may be equipped with tablet arm chairs (fixed to the floor, joined together in groups, or flexible in arrangement), tables and chairs (as in a seminar room), or similar types of seating. A classroom may be furnished with special equipment appropriate to a specific area of study if this equipment does not render the room unsuitable for use by classes in other areas of study.

Limitations: This category does not include conference rooms (350), meeting rooms (680), auditoriums (610), or class laboratories (210). Conference rooms and meeting rooms are distinguished from seminar rooms on the basis of primary use; rooms with tables and chairs that are used primarily for meetings (as opposed to classes) are conference rooms or meeting rooms. (See categories 350 and 680 for the distinction between conference rooms and meeting rooms.) Auditoriums are distinguished from lecture rooms on the basis of primary use; a large room with seating oriented toward some focal point which is used for dramatic or musical productions, or for general meetings is an assembly facility (i.e., an auditorium normally used for purposes other than scheduled classes). A class laboratory is distinguished from a classroom on the basis of equipment in the room and by its limited use. A room with specialized equipment such as laboratory benches, typewriters, desk calculators, drafting tables, musical equipment (instructional), shop equipment, etc., that is used for instructional purposes is a class laboratory, a special class laboratory, or an individual study laboratory.

115 Classroom Service

Definition: A room that directly serves one or more classrooms as an extension of the activities in such a room.

Description: Included in this category are projection rooms, cloak rooms, preparation rooms, closets, and storage if they serve classrooms.

Limitations: This category does not include projection rooms, cloak rooms, preparation rooms, closets, or storage if such rooms serve laboratories, conference rooms, meeting rooms, assembly facilities, etc. A projection booth in an auditorium (not used primarily for scheduled classes) is classified as assembly facility service.

200 LABORATORY FACILITIES

210 Class Laboratory

Definition: A room used primarily by regularly scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A class laboratory is designed for and/or furnished with equipment to serve the needs of a particular discipline for group instruction in regularly scheduled classes. The design of and/or equipment in such a room normally limits or precludes its use for other disciplines. Included in this category are rooms generally referred to as teaching laboratories, instructional shops, typing laboratories, drafting rooms, band rooms, choral rooms, (group) music practice rooms, language laboratories, (group) studios, and similar specially designed and/or equipped rooms if they are used primarily for group instruction in regularly scheduled classes. Computer processing rooms used primarily to instruct students in the use of EDP equipment are classified as class laboratories if that instruction is conducted primarily in regularly scheduled classes.

Limitations: This category does not include laboratory rooms that serve as individual (or independent) study rooms (230 or 410). It does not include laboratories used for group instruction that are informally or irregularly scheduled (220). This category does not include rooms generally referred to as research (non-class) laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

215 Class Laboratory Service

Definition: A room that directly serves one or more class laboratories as an extension of the activities in those rooms.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, equipment issue rooms, and similar facilities that serve a class laboratory, except animal rooms and greenhouses.

Limitations: This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve special class laboratories (225), individual study laboratories (235), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

220 Special Class Laboratory

Definition: A room used primarily by informally (or irregularly) scheduled classes that require special-purpose equipment for student participation, experimentation, observation, or practice in a field of study.

Description: A special class laboratory is designed for and/or furnished with equipment to serve the needs of a particular area of study for group instruction in informally (or irregularly) scheduled classes. The design of and/or equipment in such a room normally limits or precludes its use for other areas of study. Special class laboratories typically (but not necessarily or exclusively) include such rooms as language laboratories, (group) music practice rooms, (group) studios, etc., if they are used primarily for group instruction in informally (or irregularly) scheduled classes. Note that the criteria for differentiating between special class laboratories and class laboratories is the irregular or informal nature of the scheduling, and not the specialization of the equipment or instruction.

Limitations: This category does not include class laboratories (210), individual study rooms (230 or 410), and research (non-class) laboratories (250). It does not include gymnasiums, pools, drill halls, laboratory schools, teaching clinics, demonstration houses, and similar facilities that are included under special use facilities (500). Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

225 Special Class Laboratory Service

Definition: A room that directly serves one or more special class laboratories as an extension of the activities in those rooms.

Description: Included in this category are tape storage rooms, equipment storage rooms, stock rooms, and similar rooms which serve a special class laboratory, except animal rooms and greenhouses.

Limitations: This category does not include rooms that serve class laboratories (215), individual study laboratories (235), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

230 Individual Study Laboratory

Definition: A room used primarily for individual student experimentation, observation, or practice in a particular field of study.

Description: Included in this category are music practice rooms, individual study laboratories, and similar rooms that serve a particular subject matter area. Stations may be grouped (as in an individual study laboratory) or individualized (as in a music practice room).

Limitations: This category does not include individual study facilities that are intended for general study purposes. Study areas not related to a specific area of study are classified as study facilities (400). Computer processing facilities used jointly for instruction and/or research and/or administration are coded data processing/computer (710).

235 Individual Study Laboratory Service

Definition: A room that directly serves one or more individual study laboratories as an extension of the activities in those rooms.

Description: Included in this category are equipment storage rooms, stock rooms, and similar rooms which serve an individual study laboratory facility, except animal rooms and greenhouses.

Limitations: This category does not include rooms that serve class laboratories (215), special class laboratories (225), or non-class laboratories (255). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

250 Non-Class Laboratory

Definition: A room used for laboratory applications, research, and/or training in research methodology that require special-purpose equipment for staff and/or student experimentation or observation.

Description: Included in this category are rooms generally referred to as research laboratories and research laboratory-offices.

Limitations: This category does not include rooms generally referred to as teaching laboratories, such as class laboratories (210), special class laboratories (220), or individual study laboratories (230).

255 Non-Class Laboratory Service

Definition: A room that directly serves one or more non-class laboratories as an extension of the activities in those rooms.

Description: Included in this category are balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a non-class laboratory, except animal rooms and greenhouses.

Limitations: This category does not include balance rooms, cold rooms, stock rooms, dark rooms, etc., that serve a class laboratory (215), a special class laboratory (225), or an individual study laboratory (235). Rooms that provide housing for laboratory animals are classified as animal quarters (570). Greenhouses are separately categorized (580).

300 OFFICE FACILITIES

310 Office

Definition: A room used by faculty, staff, or students working at a desk (or table).

Description: An office typically is equipped with one or more desks, chairs, tables, bookcases, and/or filing cabinets. Included in this category are rooms generally referred to as faculty offices, administrative offices, clerical offices, graduate assistant offices, teaching assistant offices, student offices, etc. Included in this category is a studio (music, art, etc.) if that room also serves as the office of a staff member.

Limitations: Special note should be taken of rooms which are equipped both as office and "research laboratory." A room equipped with laboratory benches, specialized scientific equipment, and/or such utilities as gas, water, steam, air, etc., is classified as a non-class laboratory (250). Note that this distinction rests on equipment rather than function. It is recommended that those rooms that have office-type equipment and fixed laboratory-type equipment (primarily in the biological and physical sciences) within the same room be classified as non-class laboratories (250). Large rooms, such as glass shops, printing shops, reading rooms, research laboratories, etc., that incidentally contain a desk space for a technician or staff member are classified according to the primary purpose of the room, rather than as offices.

315 Office Service

Definition: A room that directly serves an office or group of offices as an extension of the activities in those rooms.

Description: Included in this category are file rooms, mimeograph rooms, vaults, waiting rooms, interview rooms, closets, private toilets, records rooms, and office supply rooms.

Limitations: Centralized mimeograph and printing shops that are campus-wide in scope should be classified as shop facilities (720).

350 Conference Room (Office Related)

Definition: A room serving an office complex and used primarily for staff meetings and departmental activities other than instructional activities.

Description: A conference room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Normally it is used by a specific organizational unit, whereas meeting rooms (680) are used for general purposes such as community group meetings. It is distinguished from facilities such as seminar rooms, lecture rooms, and general classrooms (110) because it is used primarily for activities other than scheduled classes. Rooms that serve both as conference rooms and meeting rooms should be classified according to their principal use.

Limitations: This category does not include classrooms (110), seminar rooms (110), lecture rooms (110), auditoriums (610), interview rooms (315), or lounge facilities (650).

355 Conference Room Service (Office Related)

Definition: A room that directly serves one or more conference rooms as an extension of the activities in those rooms.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does not include kitchens, dining rooms, and similar facilities in a centralized conference-type building (685). Dining rooms open to the student body at large and/or the public are categorized as food facilities (630).

400 STUDY FACILITIES

Note: Offices that serve library activities are coded 310. Therefore, a tabulation of all facilities dedicated to library activities may be obtained by summing all room use categories for subprogram 4.1.0000, as in Figure 9, page 26.

410 Reading/Study Room

Definition: A room used by individuals to study books or audio/visual materials.

Description: Included in this category are rooms generally referred to as library reading rooms, carrels, study rooms, individual study stations, study booths, and similar rooms that are intended for general study purposes. Study stations may be grouped (as in a library reading room) or individualized (as in a carrel). Study stations in a reading room may include typewriters, remote terminals of a computer, electronic display equipment, etc. (See also 430.) Reading rooms need not be located only in libraries but also may be found in residence halls or academic buildings.

Limitations: This category does not include individual study laboratories (230) that are limited in use to a particular area of study. This category does not include classrooms (110), class laboratories (210), special class laboratories (220), non-class laboratories (250), offices (310), sleep/study rooms in residence halls or other housing units (910 or 920), waiting rooms (315), or lounge facilities (650).

420 Stack

Definition: A room (or portion of a room) used to provide shelving for library or audio/visual materials.

Description: Included in this category are rooms generally referred to as library stacks. (See also 430.)

Limitations: This category does not include bookshelf space in classrooms, laboratories, or offices. Audio/visual film and tape libraries that generally serve groups (rather than individuals) are classified as audio/visual, radio, TV facilities (530).

Separate tape storage rooms for language laboratories should be classified as special class laboratory service (225) or individual study laboratory service (235). Separate rooms containing musical scores, records, and tapes are classified as stack space if the primary purpose of the materials is for instruction or research (as in a library or music building). Rooms containing such materials and intended for listening enjoyment (as in a student union) should be classified as recreation facility service (675).

430 Open Stack Reading Room

Definition: A room that is a combination of a reading room and stack, generally without physical boundaries between the stack and reading areas.

Description: Included in this category are rooms generally referred to as open stack reading rooms.

Limitations: This category is not used if the area of an open stack reading room can be prorated to reading room (410) and stack (420) at the time the physical inventory is made. This category might be used as a "working-purposes" category if proration on some appropriate basis is anticipated. Further limitations are defined under reading room (410) and stack (420).

440 Processing Room

Definition: A room which serves a reading/study room, stack, or open stack reading room as a supporting service to such rooms.

Description: Included in this category are areas generally used to house card catalogs, circulation desks, bookbinding, microfilm processing, and audio/visual record-playback equipment for distribution to individual study stations.

Limitations: This category does not include such library space as offices for staff (310); acquisitions work areas that are to be classified as offices (310); campuswide or centralized audio/visual preparation areas, bookbinding, and microfilm processing areas that are to be classified as shop facilities (720); instructional facilities for library science staff that are to be classified as classrooms (110), class laboratories (210), special class laboratories (220), offices (310), or other appropriate designations.

455 Study Service

Definition: A room which directly serves reading/study rooms, stacks, open stack reading rooms, or processing rooms as a direct extension of the activities in those rooms.

Description: Other categories in these definitions have provided a "service" category for each type of room. Because such facilities are minimal in library-type spaces this one category of study facility service space is provided for all types of study facilities. Included are such areas as closets, locker space, coatrooms, etc.

Limitations: This category does not include card catalogs, circulation desks, and other areas designated as processing rooms (440).

500 SPECIAL USE FACILITIES

510 Armory

Definition: A room or area used by Reserve Officer Training Corps (ROTC) units.

Description: This category includes indoor drill areas, indoor rifle ranges, and special-purpose military science rooms.

Limitations: Classrooms (110), class laboratories (210), and offices (310) in an armory facility are designated as such, even though they are located in an armory building.

515 Armory Service

Definition: A room that directly serves an armory facility as an extension of the activities of that facility.

Description: This category includes supply rooms, weapons rooms, coatrooms, etc.

Limitations: Classroom service rooms (115), class laboratory service rooms (215), and office service rooms (315) are so classified even though they are located in an armory building.

520 Athletic/Physical Education

Definition: A room (or area) used by students, staff, or the public for athletic/physical education activities.

Description: Included in this category are rooms generally referred to as gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor "fields," and fieldhouses.

Limitations: No distinction by room use category is made on the basis of instructional versus intramural or intercollegiate use of gymnasiums, swimming pools, etc. The program dimension of this classification structure provides the capability of making those distinctions.

Institutions that wish to study the utilization of such facilities will need to further subdivide this category. This category does not include classroom facilities (100), laboratory facilities (200), or office facilities (300), even though they may be located in an athletic building. This category does not include the spectator seating area associated with athletic facilities (523). It does not include outside fields, tennis courts, archery ranges, etc. This category does not include rooms used for recreational purposes (670) such as bowling alleys, billiards rooms, ping pong rooms, ballrooms, chess rooms, card playing rooms, or hobby rooms.

523 Athletic Facilities Spectator Seating

Definition: The seating area used by students, staff, or the public to watch athletic events.

Description: Included in this category are permanent seating areas in fieldhouses, gymnasiums, and natatoria.

Limitations: This category does not include temporary or moveable seating areas. Stadium seating by definition is structural area.

525 Athletic/Physical Education Service

Definition: A room that directly serves an athletic/physical education facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as physical education locker rooms, shower rooms, coaches' rooms, ticket booths, dressing rooms, equipment supply rooms, first aid rooms, skate sharpening rooms, towel rooms, etc.

Limitations: This category does not include public toilet rooms.

530 Audio/Visual, Radio, TV

Definition: A room or group of rooms used for the production and distribution of audio/visual, radio, and TV materials, and for the operation of equipment for the communication of these materials.

Description: This category includes rooms generally referred to as TV studios, radio studios, sound studios, graphics studios, and similar rooms.

Limitations: Studios used primarily as part of an instructional program to train students in communication techniques should be classified as class laboratories (210) if scheduled, or as special class laboratories (220) if not scheduled.

535 Audio/Visual, Radio, TV Service

Definition: A room that directly serves an audio/visual, radio, or TV facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as film library, tape library, control room, videotape recorder room, property storage, recording rooms, engineering maintenance rooms, darkrooms, preparation rooms, and equipment storage rooms.

Limitations: Control rooms, recording rooms, and similar facilities used primarily to train students in communication techniques should be classified as class laboratory service (215) or special class laboratory service (225).

540 Clinic (Non-Health Professions)

Definition: A room used for the diagnosis and/or the treatment of patients in a program other than medicine (human or veterinary), dentistry, and student health care.

Description: Included in this category are rooms generally referred to as patient examination rooms, testing rooms, consultation rooms. Clinics are typically associated with such educational areas as psychology, speech and hearing, remedial reading, and remedial writing.

Limitations: This category does not include clinics associated with student health care. It does not include clinics for the medical or dental treatment of humans or animals.

545 Clinic Service (Non-Health Professions)

Definition: A room that directly services a clinic facility as an extension of the activities in that facility.

Description: Included in this category are waiting rooms, observation rooms, control rooms, records rooms, and similar supporting rooms.

Limitations: This category does not include rooms which serve health care facilities (800).

550 Demonstration

Definition: A room (or group of rooms) used to practice the principles of certain disciplines such as teaching and home economics.

Description: This category includes demonstration schools, laboratory schools, pre-school nurseries, etc., if the facilities support the training of the college-level students as teachers. This category includes home management houses that serve to train college-level students in home economics.

Limitations: Demonstration schools, laboratory schools, pre-school nurseries, and home management houses in which the students serve as the subjects for a research study are classified as non-class laboratories (250). Rooms that serve nursery, elementary, or secondary schools students (in a laboratory school or pre-school nursery) will not be classified as classrooms, class laboratories, or offices, etc., but rather as demonstration facilities. However, classrooms (110) or class laboratories (210) in such facilities used primarily for college-level students should be so classified. Offices (310), conference rooms (350), and meeting rooms (680) used by college-level staff should be so classified.

555 Demonstration Service

Definition: A room that directly serves a demonstration facility as an extension of the activities in that facility.

Description: Included in this category are facilities generally referred to as storerooms, laundry, etc., in a home demonstration facility, and as kitchen, lockers, shower rooms, etc., in a laboratory school.

Limitations: The distinction between a demonstration facility and demonstration facility service is somewhat arbitrary. In general, the primary activity areas such as kitchen, dining room, living room (in a home demonstration house), or classrooms, laboratories, gymnasiums that serve nursery, elementary, or secondary school students (in a laboratory school) should be designated as demonstration facilities.

560 Field Building

Definition: A barn or similar structure for animal shelter or the handling, storage, and/or protection of farm products, supplies, and tools, and for field experiments.

Description: Field-service facilities include barns, animal shelters, sheds, silos, feed units, hay storage, and seedhouses. Greenhouses related to farm operations are included in this category. Structures are typically of light frame construction with unfinished interiors, usually but not exclusively related to argicultural field operations, and are frequently located outside the central campus area. Also included are such facilities as meteorological field test stations.

Limitations: Location of a building is not sufficient justification for classification as a field-service facility. Finished rooms such as endocrine research laboratories, dairy research laboratories, etc., should be classified as non-class laboratory facilities (250).

570 Animal Quarters

Definition: A room that houses laboratory animals maintained for the institution for research and/or instruction purposes.

Description: This category includes rooms generally referred to as animal rooms, cage rooms, stalls, wards, and similar rooms that are used to house animals intended for use in class laboratories, non-class laboratories, special class laboratories, or individual study laboratories.

Limitations: Does not include areas for treatment of patient animals. See health care facilities (800).

575 Animal Quarters Service

Definition: A room that directly serves an animal care facility as an extension of the activities in that facility.

Description: The category includes rooms generally referred to as feed storage rooms, feed mixing rooms, cage washing rooms, and similar facilities such as surgery, casting, or instrument rooms.

Limitations: Does not include areas that directly serve areas used for the treatment of patient animals. See health care facilities (800).

580 Greenhouse

Definition: A building or room, usually composed chiefly of glass or other light transmitting material, for the cultivation and/or protection of plants.

Description: Includes rooms generally referred to as greenhouses.

Limitations: Does not include greenhouses related to farm operations. (See 560.)

585 Greenhouse Service

Definition: A room that directly serves a greenhouse facility as an extension of the activities in that facility.

Description: Includes rooms generally referred to as headhouses.

Limitations: Does not include greenhouses related to farm operations. (See 560.)

590 Other

Definition: A category of last resort.

Description: This category is included only as a category of last resort to be used to account for and classify those facilities that cannot be described, even approximately, with other codes and definitions.

Limitations: This category should have very limited use if it is used at all.

600 GENERAL USE FACILITIES

610 Assembly

Definition: A room designed and equipped for the assembly of large numbers of persons for such events as dramatic, musical, devotional, livestock judging, or commencement activities.

Description: This category includes rooms generally referred to as theaters, auditoriums, concert halls, arenas, chapels, and livestock judging pavilions. Seating area, stage, orchestra pit, chancel, arena, and aisles are included in assembly facilities. Assembly facilities may also serve instructional purposes to a minor or incidental extent.

Limitations: Assembly facilities that are used primarily for instructional purposes are classified as classrooms (110).

615 Assembly Service

Definition: A room that directly serves an assembly facility as an extension of the activities in that facility.

Description: This category includes check rooms, coat rooms, ticket booths, dressing rooms, projection booths, property storage, make-up rooms, costume storage, green rooms, control rooms, etc.

Limitations: Lobbies are nonassignable space classified as circulation area (WWW).

620 Exhibition

Definition: A room used for exhibition of materials, works of art, artifacts, etc., and intended for general use by students and the public.

Description: This category includes museums, art galleries, and similar exhibition areas.

Limitations: Collections not primarily for general exhibition, such as departmental displays of anthropological, botanical, or geological specimens, should be classified under an appropriate laboratory category.

625 Exhibition Service

Definition. A room that directly serves an exhibition facility as an extension of the activities in that facility.

Description: This category includes work rooms for the preparation of materials and displays, vaults or other storage for works of art, check rooms, etc.

Limitations: Research areas in museums are classified as non-class laboratories (250) or non-class laboratory service (255).

630 Food Facilities

Definition: A room used for eating food.

Description: This category includes dining halls, cafeterias, snack bars, restaurants, and similar eating areas, including such areas in residence halls, faculty clubs, etc. This category includes facilities which are open to the student body and/or the public at large. Areas intended primarily as food facilities, even though containing vending machines rather than serving counters, are included in this category. Rooms with vending machines other than for regular meal or snack service are classified as lounge facilities (650) or merchandising facilities (660).

635 Food Facilities Service

Definition: A room that directly serves a food facility as an extension of the activities in that facility.

Description: This category includes such areas as kitchens, refrigeration rooms, freezers, dishwashing rooms, cafeteria serving, preparation, cleaning, etc., including such areas in residence halls.

650 Lounge

Definition: A room used for rest and relaxation.

Description: A lounge facility is typically equipped with upholstered furniture, draperies, and/or carpeting, and may include vending machines.

Limitations: A lounge facility is distinguished from a conference room (350) and a meeting room (680) by its more informal atmosphere and its general public availability. A lounge area associated with a toilet is nonassignable space and classified as mechanical area (see Appendix 6.5, Section 3.3). A room devoted wholly to vending machines is classified as a merchandising facility (660). Vending machine areas in food facilities are classified 630.

655 Lounge Service

Definition: A room that directly serves a lounge facility, such as a kitchenette.

660 Merchandising Facilities

Definition: A room (or group of rooms) used to sell products or services.

Description: This category includes such rooms as bookstores, barber shops, post offices, dairy stores, student union "desks," and vending machine areas devoted wholly to vending machines.

Limitations: This category does not include dining rooms, restaurants, snack bars, and similar food facilities (630), or vending machine areas associated with food facilities or lounges (650). It does not include meeting rooms (680) which are classified as conference facilities. Hotel and motel rooms are classified in the appropriate category of residential facilities (900).

665 Merchandising Facilities Service

Definition: A room that directly serves a merchandising facility as an extension of the activities in that facility.

Description: Included in this category are rooms generally referred to as supply closets, sorting rooms, freezers, telephone rooms, and private toilets.

670 Recreation

Definition: A room used by students, staff, and/or the public for recreational purposes.

Description: This category includes such rooms as bowling alleys, pool and billiards rooms, ping pong rooms, ballrooms, chess rooms, card-playing rooms, (noninstructional) music listening rooms, and hobby rooms.

Limitations: This category does not include gymnasiums, basketball courts, handball courts, squash courts, wrestling rooms, swimming pools, ice rinks, indoor tracks, indoor fields, or fieldhouses that should be classified as athletic/physical education facilities (520). It does not include outdoor facilities such as tennis courts, archery ranges, fields (football, hockey, etc.), or golf courses.

675 Recreation Service

Definition: A room that directly serves a recreation facility as an extension of the activities in that facility.

Description: This category includes storage closets, equipment issue rooms, cashiers' desks, and similar rooms.

Limitations: This category does not include kitchens, short-order kitchens, snack bars, or other food facilities. It does not include athletic/physical education facility service (525) such as locker rooms, shower rooms, ticket booths, dressing rooms, and other similar service areas.

680 Meeting Room

Definition: A room used for a variety of non-class meetings.

Description: A meeting room may be equipped with tables and chairs, lounge-type furniture, straight-back chairs, and/or tablet arm chairs. Although it may be assigned to a specific organizational unit, it is used primarily by groups for general purposes such as student senate, student government, community groups, and short term meetings conducted by an extension division. A meeting room is distinguished from a conference room (350) because conference rooms are considered part of an office complex and are generally used for staff meetings or other departmental non-class activities.

Limitations: Rooms serving an office complex and used primarily for staff meetings are classified as conference rooms (350). Seminar rooms used primarily for scheduled classes are classified as classrooms (110).

685 Meeting Room Service

Definition: A room that serves a meeting room as an extension of the activities in that room.

Description: Included in this category are such rooms as kitchenettes, chair storage rooms, projection rooms, sound equipment rooms, etc.

Limitations: This category does not include such rooms as kitchenettes and chair storage rooms that serve conference rooms (355).

690 Locker Room

Definition: A room used for changing clothes and/or storing personal materials.

Description: Includes service rooms intended for student and/or staff use principally for storage of clothing and/or individual materials, e.g., physical plant locker rooms.

Limitations: Does not include physical education or intercollegiate athletics locker rooms and areas. (See 525).

700 SUPPORTING FACILITIES

710 Data Processing/Computer

Definition: A room or group of rooms used for processing of data by computers.

Description: This category includes keypunch rooms, electronic data processing rooms, electronic computer rooms, and similar data processing areas.

Limitations: This category does not include rooms containing desk calculators, post-billing machines, check-writing machines, and similar office or office service rooms. It is recommended that the area occupied by a keypunch machine, sorter, or other Electronic Data Processing (EDP) equipment in a room otherwise classifiable as an office (310) not be prorated to this category. A data processing facility used only for instruction should be classified as a class laboratory (210), special class laboratory (220), or individual study laboratory (230).

If a room, otherwise classifiable as an office (310), happens to contain a keypunch machine, sorter, or other small EDP equipment, do not prorate the area in that room, but rather classify the entire room as office (310).

715 Data Processing/Computer Service

Definition: A room that directly serves a data processing computer facility as an extension of the activities in that facility.

Description: This category includes such rooms as card storage, paper form storage, tape storage, control rooms, plugboard storage, wiring rooms, equipment repair rooms, observation rooms, and similar service areas.

Limitations: This category does not include rooms for data processing personnel. These rooms should be classified as offices (310).

720 Shop

Definition: A room used for the manufacture, repair, or maintenance of products or equipment.

Description: This category includes such rooms as carpenter shops, plumbing shops, electrical shops, painting shops, and similar physical plant maintenance facilities. It also includes central printing and duplicating shops and campuswide or centralized audio/visual preparation areas.

Limitations: This category does not include instructional shops; industrial arts and vocational-technical shops used for instruction should be classified as class laboratories (210). Materials preparation areas in audio/visual, radio stations, and TV studios should be so classified (535). Maintenance and repair areas of vehicles, airplanes, boats, etc., should be so classified (745). Engineering drafting rooms serving the physical plant operation are classified as offices (310). Blueprint storage rooms are classified as office service (315).

725 Shop Service

Definition: A room that directly serves a shop facility as an extension of the activities in that facility.

Description: Included in this category are tool supply-storage rooms, materials storage rooms, and similar equipment or material supply and/or storage rooms. Locker rooms, shower rooms, lunch rooms, and similar non-public areas that serve the shop facility should be included.

Limitations: This category does not include service areas related to class laboratories (215) or non-class laboratories (255). It does not include vehicular repair facilities (garages) that are classified as vehicle storage facility service (745). Blueprint storage rooms should be classified as office service (315).

730 Storage

Definition: A room used to store materials.

Description and Limitations: Classification of a room as a storage facility is limited by definition to a central storage facility (warehouse) and inactive departmental storage. Storage related to other types of space follow the classification of that type of space with a "service" designation. For example, a storage closet for office supplies is classified as office service (315). The distinction between the "service" and "storage" classifications rests on the possibility of physical separation of the materials stored. If the materials being stored could be placed in a warehouse, implying only occasional demand for the materials, then storage facility is the appropriate classification. Storage that must be close at hand because of the nature of the materials stored and the demands placed upon them by the program should be classified in the appropriate "service" category.

735 Storage Service

Definition: A room that directly serves a storage facility.

740 Vehicle Storage Facility

Definition: A room or structure that is used to house and/or store vehicles.

Description: This category includes parking structures and other rooms and buildings generally referred to as garages, boat houses, airport hangars, and other storage areas for vehicles (broadly defined).

Limitations: This category does not include portions of barns or similar field building facilities that are used to house farm implements. Uncovered exterior parking areas are excluded.

745 Vehicle Storage Facility Service

Definition: A room or structure used to service vehicles.

Description: This category includes any area associated with a vehicle storage facility that is used for the maintenance and repair of automotive equipment, boats, airplanes, and similar vehicles.

Limitations: This category does not include service areas that serve building maintenance and repair, and that are classified as shop facilities (720).

750 Central Food Stores

Definition: A central facility for the processing and storage of foods used in food facilities.

Description: This category includes food storage areas, lockers, cold rooms, refrigerators, meat processing areas, and similar facilities located in a central food stores building.

Limitations: Offices (310) located in a central food stores building are so classified. Food storage areas, freezers, lockers, etc., not located in a central food stores building are classified as food facility service (635).

760 Central Laundry

Definition: A central facility used for cleaning, washing, drying, and ironing linens, uniforms, etc.

Description: This category includes laundry rooms, drying rooms, ironing rooms, etc., located in a central laundry.

Limitations: Offices (310) located in a central laundry are so classified. Laundry rooms, drying rooms, ironing rooms, etc., not located in a central laundry are classified as residential facilities or as service space to whatever type of facility they serve.

800 HEALTH CARE FACILITIES

Note: This category includes the room uses listed below that are located in student health facilities and in health professions clinics and in hospitals. The codes and definitions in this series (800) are designed to describe health care facilities for humans as well as animals requiring health care. This category does not include non-medical clinic facilities. Note also that offices that serve in health care activities are classified as offices (310). Therefore, a tabulation of all facilities dedicated to student health care may be obtained by summing all room use categories for program subcategories 5.5.7320, as in Figure 9, page 26.

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

810 Patient Bedroom

Definition: A room equipped with a bed and used for patient care.

Description: This category includes general nursing care, acute care, semiconvalescent/rehabilitative adult or pediactric bedrooms, intensive care units, progressive coronary care units, emergency bed care units, observation units, infant care nurseries, incubator units, wards, etc. Connected clothes closets are included. Stalls for animal patients are also included.

820 Patient Bath

Definition: A room containing patient bath and toilet facilities.

Description: Included in this category are toilet/bath facilities adjoining or in conjunction with patient bedrooms.

Limitations: Public toilet facilities are excluded.

830 Nurse Station

Definition: A room or area used by nurses who are supervising and/or administering health care facilities.

Description: Included in this category are areas devoted to records charting, reception desks, admissions desks, and areas adjoining nurses stations, such as utility rooms, work-storage areas, formula preparation areas, medications areas, etc.

Limitations: Rooms that can be identified as offices should be classified 310.

840 Surgery

Definition: A room used for surgery.

Description: Included in this category are major and minor surgery rooms, delivery rooms, special procedures operating rooms, and rooms used in conjunction with and as a direct extension of the activities of a surgery room such as labor rooms, recovery rooms, monitoring/observation rooms, special support equipment rooms (e.g., anesthesia, heart, lung, x-ray, etc.), dictation booths, scrub-up areas, instrument clean-up and storage, gurney storage, sterile supplies storage.

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

850 Treatment

Definition: A room used for diagnostic and therapeutic treatment.

Description: Included are rooms used for radiology, fluoroscopy, angiography, physical therapy, dialysis, cardiac catherization, pulmonary function/vascular testing, EEG, ECG, EMG, combined doctor's office and examination/treatment rooms, and rooms which support treatment rooms as a direct extension of the activities of such a facility such as dressing rooms, film processing and viewing rooms, work preparation rooms, special equipment storage.

860 Service Laboratory

Definition: A room used to provide diagnostic support services to health care facilities.

Description: Includes rooms generally referred to as pathology labs, pharmacy labs, autopsy labs, etc., such as hematology, chemistry tissue, bacteriology, serology, blood bank, basal metabolism, isotope, and rooms which serve service laboratories as a direct extension of the activities of such a facility, such as rooms generally referred to as cadaver storage/morgue, autoclave and centrifuge rooms, warm and cold rooms.

Limitations: This category does not include class laboratories (210), special class laboratories (220), or other facilities used primarily for organized instruction.

870 Supplies

Definition: A room used to store supplies for health care facilities.

Description: Central supply, pharmacy supplies/storage and dispensary, miscellaneous storage of a relatively inactive nature, other than that included in other primary and service room types.

880 Public Waiting

Definition: A room used by the public to await admission, treatment, or information.

Description: Included are lobbies, waiting and reception areas, visiting areas, and viewing areas.

Limitations: Lounges (650) are excluded from this category.

895 Health Care Service

Definition: Rooms used for housekeeping, linen storage, and handling. Includes rooms used by housekeeping staff for storerooms, closets, locker rooms, etc., for building maintenance and operation.

Limitations: Nonassignable areas are explicitly excluded from this category. Excludes mechanical and equipment areas.

900 RESIDENTIAL FACILITIES

Note: Offices that serve residential activities are coded 310. Likewise, food facilities that serve student and faculty housing activities are coded 630 and 635. Therefore, a tabulation of all facilities dedicated to student and faculty housing may be obtained by summing all room use categories for program subcategories 5.5.7330 and 6.6.7330, respectively, as in Figure 9, page 26.

910 Sleep/Study Without Toilet/Bath

Definition: One or more residential rooms for one or more individual(s) typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), without an internally connected bath.

Description: This category includes single or multiple sleep/study rooms. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study, and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as food service (635).

919 Toilet/Bath

Definition: A toilet and/or bathroom intended to be used only by the occupants of the residential facilities, rather than by the general public.

Description: This category includes common or shared bathroom facilities which may consist of full or half-baths, showers, or toilet and shower combinations, used by the residents, and accessible from a corridor or other general circulation area.

Limitations: This category does not include public rest rooms. Bathrooms internal to a sleep/study room (920), apartment (950), or house (970) are included in those respective categories.

920 Sleep/Study with Toilet/Bath

Definition: One or more rooms for individual(s), typically furnished with bed(s), wardrobe(s), desk(s), and chair(s), with an internally connected bath.

Description: This category includes single or multiple sleep/study rooms with bath facilities internal to the suite and not separately coded 919. A sleep/study facility may be a room for combined sleep/study, a room exclusively for sleeping, or a room for living/study, and includes connected closets.

Limitations: Study rooms for general use, available and open to the dormitory residents at large, and not part of bedroom or sleeping room suites, should be classified as reading/study (410). Residential quarters equipped with cooking facilities are coded as apartment (950). Separate food preparation rooms serving sleep/study areas, including small kitchens used by the occupants, are coded as food facilities service (435).

935 Sleep/Study Service

Definition: A room (or group of rooms) which directly serve the occupants of an individual sleep/study room with or without toilet/bath (910 and 920).

Description: This category includes mail rooms, laundry and pressing rooms, linen closets, maid rooms, serving rooms, trunk storage rooms, and telephone rooms which serve the occupants of sleep/study facilities.

Limitations: This category does not include food facilities (see 630 and 635), central laundry (see 760), or central food stores (see 750), toilet/bath (see 919), lounge facilities (see 650), recreation or activity areas (see 670, 675), or nonassignable building service areas.

950 Apartment

Definition: A complete living unit that is not a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the apartment, but only that the total interior space be accounted for. This category includes apartments provided for faculty, staff, or students. Apartments need not be located in a residential building.

955 Apartment Service

Definition: A room or area that directly serves an apartment or group of apartments as an extension of the activities in that facility.

Description: This category includes laundry rooms, mail rooms, linen closets, maid rooms, trunk storage rooms, and telephone rooms which serve apartment facilities.

970 House

Definition: A complete living unit that is a separate structure.

Description: This is the basic module or group of rooms designed as a complete housekeeping unit, i.e., contains bedroom(s), living room(s), kitchen, and toilet facilities. It is not intended that individual rooms be specifically identified within the structure, but only that the total interior area be accounted for. This category includes houses provided for faculty, staff, or students.

Appendix 6.2: Room Data Definitions and Codes/
Standard Room Use Categories (Continued)

000 UNCLASSIFIED FACILITIES*

050 Inactive Area

Definition: Rooms that are available for assignment to an organizational unit or activity but are unassigned at the time of the inventory.

Limitations: Rooms that are being modified or are not completed at the time of the inventory are so classified (060 or 070).

060 Alteration or Conversion Area

Definition: Rooms that are temporarily out of use because they are being altered, remodeled, or rehabilitated at the time of the inventory.

Limitations: Rooms that are inactive or are not completed at the time of the inventory are classified 050 or 070, respectively.

070 Unfinished Area

Definition: All potentially assignable areas in new buildings or additions to existing buildings that are not completely finished at the time of the inventory.

Limitations: This category is intended only for the unfinished part of a building or addition. The parts that are in use should be classified elsewhere.

*Note that an unused room which is clearly an office but not assigned to any program code could be coded 310 with program code 8.1.

Appendix 6.2: Room Data Definitions and Codes/ Standard Room Use Categories (Continued)

NONASSIGNABLE AREA

Note: The following categories are included for purposes of completing the list of room use categories, but are not recommended for collection purposes. Institutions collecting nonassignable area data may find them useful for plant management purposes. See Appendix 6.5 for complete definitions, descriptions, and illustrations of these categories.

WWW CIRCULATION AREA

XXX CUSTODIAL AREA

YYY MECHANICAL AREA

ZZZ STRUCTURAL AREA

Appendix 6.3

ROOM DATA DEFINITIONS AND CODES/

STANDARD PROGRAM CLASSIFICATION CATEGORIES*

Summary

1.0 Instruction

1.1 General Academic Instruction**

1.1.0000	General
1.1.0100	Agriculture and Natural Resources
1.1.0200	Architecture and Environmental Design
1.1.0300	Area Studies
1.1.0400	Biological Sciences
1.1.0500	Business and Management
1.1.0600	Communications
1.1.0700	Computer and Information Sciences
1.1.0800	Education
(1.1.0835)	(Physical Education)***
1.1.0900	Engineering
1.1.1000	Fine and Applied Arts
1.1.1100	Foreign Languages
1.1.1200	Health Professions
1.1.1300	Home Economics
1.1.1400	Law
1.1.1500	Letters
1.1.1600	Library Science
1.1.1700	Mathematics
1.1.1800	Military Sciences
1.1.1900	Physical Sciences
1.1.2000	Psychology
1.1.2100	Public Affairs and Services
1.1.2200	Social Sciences
1.1.2300	Theology
1.1.4900	Interdisciplinary Studies
1.1.5000	Business and Commerce Technologies
1.1.5100	Data Processing Technologies
1.1.5200	Health Services and Paramedical Technologies
1.1.5300	Mechanical and Engineering Technologies
1.1.5400	Natural Science Technologies
1.1.5500	Public Service Related Technologies

*Warren W. Gulko, Program Classification Structure (Boulder: Western Interstate Commission for Higher Education, 1972).

**See Appendix 6.4 for detailed listing and codes of HEGIS Taxonomy disciplines.

***0800 includes 0835 Physical Education

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

1.2 Occupational and Vocational Instruction

(1.2.0000 through 1.2.5500 as in 1.1 above)*

1.3 Special Session Instruction

(1.3.0000 through 1.3.5500 as in 1.1 above)*

1.4 Extension Instruction

(1.4.0000 through 1.4.5500 as in 1.1 above)*

2.0 Organized Research

2.1 Institutes and Research Centers

(2.1.0000 through 2.1.5500 as in 1.1 above)*

2.2 Individual or Project Research.

(2.2.0000 through 2.2.5500 as in 1.1 above)*

3.0 Public Service

3.1 Community Education

(3.1.0000 through 3.1.5500 as in 1.1 above)*

3.2 Community Service

(3.2.0000 through 3.2.5500 as in 1.1 above)*

3.3 Cooperative Extension

4.0 Academic Support

4.1 Libraries

4.2 Museums and Galleries

*See Appendix 6.4 for detailed listing and codes of HEGIS Taxonomy disciplines.

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

- 4.3 Audio/Visual Services
- 4.4 Computing Support
- 4.5 Ancillary Support
  - 4.5.1200 Teaching Hospitals
- 4.6 Academic Administration and Personnel Development
- 4.7 Course and Curriculum Development

5.0 Student Services

- 5.1 Social and Cultural Development
  - 5.1.7200 Intercollegiate Athletics
- 5.2 Supplementary Educational Service
- 5.3 Counseling and Career Guidance
- 5.4 Financial Aid
- 5.5 Student Support
  - 5.5.7320 Health Services (Student)
  - 5.5.7330 Housing Services (Student)

6.0 Institutional Support

- 6.1 Executive Management
- 6.2 Fiscal Operations
- 6.3 General Administrative Services
- 6.4 Logistical Services
- 6.5 Physical Plant Operations
- 6.6 Faculty and Staff Services
  - 6.6.7330 Housing Services (Faculty and Staff)
- 6.7 Community Relations

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

7.0 Independent Operations

- 7.1 Institutional Operations
- 7.2 Outside Agencies

8.0* Unassigned (For Assignable Areas Only)

- 8.1 Capable of Use
- 8.2 Incapable of Use

9.0* Building Service (For Nonassignable Areas Only)

*Programs 8.0 Unassigned and 9.0 Building Service are not Program Classification Structure categories but have been created exclusively for facilities inventory purposes.

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

Discussion

1.0 Instruction Program

Definition: The instruction program consists of those activities whose outputs are eligible for credit in meeting specified curricular requirements leading toward a particular postsecondary degree or certificate granted by the institution.

Facilities Application: Areas that house activities of the instruction program are to be classified here if they serve the entire program, or under one of the subprogram classifications listed subsequently if they house specific portions of the instruction program. All classrooms are to be coded with the program code 1.0 and with a descriptive category code of 0000.

Limitations: Areas that house activities established to provide instructional services that are not creditable toward degrees should be assigned to an appropriate category under the student service program (5.0) if the primary intent is to provide supplemental or remedial educational services for matriculated students, or to the public service program (3.0) if the primary intent is to offer instructional services for members of the community.

Coding Detail: Four subprograms listed below.

1.1 General Academic Instruction

Definition: This subprogram consists of instructional program elements operating during the standard academic term (as defined by the institution) that are part of a formal degree or certificate curriculum and are managed by the regular academic departments.

Facilities Application: Areas that house instructional elements operating during the standard academic term are classified here. Typically, faculty offices, laboratories, and classrooms are classified under this subprogram. Areas that house elements of the general academic instruction subprogram may be further classified under the program categories (HEGIS discipline categories) listed below.

Confusion may arise in cases where an academic discipline is offered primarily for instruction to vocational students, e.g., math for auto mechanics. In such cases, it is appropriate to identify the facilities with the associated academic discipline having management responsibility for the activities and code them within the occupational and vocational instruction subprogram, e.g., 1.2.1700 if offered by the math department. The same community college may offer a mathematics program for transfer students. That program would be appropriately coded 1.1.1700.

Limitations: Areas that house subprograms and/or activities typically associated with two-year (or less) vocational certification should be included under subprogram 1.2. Areas that house special session instruction (1.3) and extension instruction (for credit) (1.4) are also excluded. All classrooms are to be coded with the program code 1.0.0000.

Coding Detail: Program categories as listed below.*

1.1.0000	General
1.1.0100	Agriculture and Natural Resources
1.1.0200	Architecture and Environmental Design
1.1.0300	Area Studies
1.1.0400	Biological Sciences
1.1.0500	Business Management
1.1.0600	Communications
1.1.0700	Computer and Information Sciences
1.1.0800	Education
(1.1.0835)	(Physical Education)**
1.1.0900	Engineering
1.1.1000	Fine and Applied Arts
1.1.1100	Foreign Languages
1.1.1200	Health Professions
1.1.1300	Home Economics
1.1.1400	Law
1.1.1500	Letters
1.1.1600	Library Science
1.1.1700	Mathematics
1.1.1800	Military Sciences
1.1.1900	Physical Sciences
1.1.2000	Psychology
1.1.2100	Public Affairs and Services
1.1.2200	Social Sciences
1.1.2300	Theology

*See Appendix 6.4 for detailed listing and codes of HEGIS Taxonomy disciplines.

**0800 Education includes 0835 Physical Education.

1.1.4900 Interdisciplinary Studies
1.1.5000 Business and Commerce Technologies
1.1.5100 Data Processing Technologies
1.1.5200 Health Services and Paramedical Technologies
1.1.5300 Mechanical and Engineering Technologies
1.1.5400 Natural Science Technologies
1.1.5500 Public Service Related Technologies

1.2 Occupational and Vocational Instruction

Definition: This subprogram consists of those activities established primarily to provide instruction in nonacademic disciplines. This subprogram is intended primarily for use by institutions offering two-year (or less) terminal degree programs for vocational certification in the trades and paraprofessional areas.

Facilities Application: Areas that house instructional elements serving two-year (or less) terminal degree programs for vocational certification are classified here. Typically, faculty offices and laboratories that serve two-year terminal degree programs are classified here.

Confusion may arise where an academic discipline is offered primarily for instruction to vocational students, e.g., math for auto mechanics. In such cases it is appropriate to identify the facilities with the associated academic discipline having management responsibility for the activities and code them within the occupational and instruction subprogram, e.g., 1.2.1700 if offered by the math department. The same community college may offer a mathematics program for transfer students. The facilities that house the program would be appropriately coded 1.1.1700.

Limitations: Areas that serve special session instruction (1.3) and extension instruction (for credit) (1.4) are excluded. All classrooms are to be coded with program category code 0000.

Coding Detail: Program categories as listed under 1.1 above.*

1.3 Special Session Instruction

Definition: This subprogram consists of those instructional activities that offer credit toward a formal degree or certificate and are in operation during summer session, interim session, or other period that is not common with the institution's regular term.

*See Appendix 6.4 for detailed listing and codes for HEGIS Taxonomy disciplines.

Facilities Application: Areas that are assigned specifically to special session activities are included, e.g., the summer session office that throughout the year is devoted to arranging admissions, scheduling, and other matters for summer session. Offices and laboratories devoted only to special session are also included here.

Limitations: Facilities that serve all elements of the instruction program regardless of the term are more appropriately coded under general academic instruction (1.1). All classrooms are to be coded with program category code 0000.

Coding Detail: Program categories as listed under 1.1 above.*

1.4 Extension Instruction (for credit)

Definition: This subprogram consists of all those instructional activities that are managed separately by an extension division (or similar agency within the institution) and are applicable toward a formal degree or certificate.

Facilities Application: Areas that are assigned to and/or house extension instruction activities are included, e.g., the extension offices and associated meeting rooms.

Limitations: Facilities that serve all elements of the instruction program such as offices and class laboratories are more appropriately coded under general academic instruction (1.1). Excluded also are facilities that house activities that may not be credited toward formal degrees or certificates and are offered by an institution primarily as a public service, e.g., continuing education, short courses, etc. All classrooms are to be coded with program category code 0000.

Coding Detail: Program categories as listed under 1.1 above.*

2.0 Organized Research Program

Definition: The primary objective of an organized research program is the creation and dissemination of new knowledge. It consists of activities that have been specifically organized to produce research outcomes commissioned by an agency either external to the institution or authorized by an organizational unit within the institution.

Facilities Application: Facilities that house elements of the organized research program are to be classified here if they serve the entire program, or under one of the subprogram classifications listed subsequently if they house specific elements of the organized research program.

*See Appendix 6.4 for detailed listing and codes for HEGIS Taxonomy disciplines.

Limitations: Facilities that house externally funded educational activities such as workshop, short courses, and training grants would normally be considered as either instruction or public service.

Coding Detail: Two subprograms listed below.

2.1 Institutes and Research Centers

Definition: This subprogram consists of all those research-related activities that are part of formal research organization typically created to manage a number of research efforts.

Facilities Application: Areas that house formal research organizations created to manage a number of research efforts within the institution are classified under this category.

Limitations: Areas that serve research activities that are normally managed within academic departments are excluded from this category.

Coding Detail: Program categories as listed under 1.1 above.*

2.2 Individual or Project Research

Definition: This subprogram consists of all those research activities that are normally managed within the academic departments. This subprogram consists of the various research-related activities that have been created as a result of a contract, grant, or specific allocating of institutional resources to conduct a study or investigation of a specific scope. Generally, such activities may be identified with the principal investigator and should be coded within his assigned discipline. Activities within this subprogram are normally of a temporary nature, i.e., created for a specified period of time, as contrasted to the more permanent nature of the research organizations within the institute's and research center's subprogram.

Facilities Application: Areas that house research-related elements created as a result of a contract, grant, or specific allocation of institutional resources are classified here. Typically, faculty offices and non-class laboratories devoted to project research are classified here. If the space has multiple uses, primary intent should be the guiding factor as to where to classify it.

*See Appendix 6.4 for detailed listings and codes of HEGIS Taxonomy disciplines.

Limitations: Areas that house research organizations are not to be classified here.

Coding Detail: HEGIS taxonomy as listed in 1.1 above.*

3.0 Public Service Program

Definition: Public service activities are established to make available to the public the various unique resources and capabilities of higher education. The objective of a public service program is to provide services that are beneficial to groups external to the institution.

Facilities Application: Areas that house elements of the public service program are to be classified here if they serve the entire public service program. Areas that house specific elements of the public service program are to be classified under one of the subprograms listed below.

Limitations: Areas that house activities established to provide supplemental or remedial services for matriculated students should be appropriately coded under the student service program (5.0).

Coding Detail: Three subprograms listed below.

3.1 Community Education

Definition: This subprogram consists of activities that are managed within the academic departments or elsewhere within the institution to provide continuing education, i.e., non-credit instructional services, to members of the community other than matriculated students. Community education is considered to be those activities conducted under activities that have been established to provide an educational service to the various members of the community and are not part of the degree curriculum, e.g., short courses, professional review courses, etc.

Facilities Application: Areas that house non-credit instructional services provided to members of the community other than matriculated students are classified here, e.g., the continuing education office or meeting rooms that are used only for continuing education.

Limitations: Areas that house non-credit instructional services to provide supplemental or remedial services for matriculated students are classified under the student service program (5.0).

*See Appendix 6.4 for detailed listing and codes of HEGIS Taxonomy disciplines.

Coding Detail: Program categories as listed under 1.1 above.*

3.2 Community Service

Definition: This subprogram consists of those activities that are established to provide general community services, excluding instructional activities. Community service activities are managed either within the academic departments or elsewhere within the institution and have been established to provide general public services to the community at large or special sectors within the community. Community service is concerned with making available to the public various resources and unique capabilities that exist within the institution. Examples of community service may be conferences and institutes, general advisory services and reference bureaus, urban affairs, international affairs, radio and television, consultation, and similar activities. Community service activities are those for which the primary intent for establishing and maintaining the activity is to provide services that are beneficial to groups and individuals outside of the institution.

Facilities Application: Areas that house general community services, excluding instructional activities, are to be classified here, e.g., offices devoted entirely to arranging such community services and meeting rooms where such services are held or provided.

Limitations: Areas that house activities established primarily for the institution's staff or student body and that house instructional activities are excluded.

Coding Detail: Program categories as listed in 1.1 above.*

3.3 Cooperative Extension Service

Definition: This subprogram consists of all those activities established as the result of cooperative efforts between the university and outside agencies, e.g., agricultural extension, urban extension, and is intended primarily for land-grant colleges and universities. The distinguishing feature of these activities is that the programmatic and fiscal control is shared by the institution with one or more governmental units. Historically, agricultural extension and, increasingly, certain urban extension programs represent a significant commitment of resources that are not necessarily under the control of the institution in terms of the programmatic direction of the activities. These cooperative extension programs are often a cross between independent operations and public service in that they represent a mix of resources belonging to the institution.

*See Appendix 6.4 for detailed listing and codes of HEGIS Taxonomy disciplines.

Facilities Application: Areas that house activities and services associated with cooperative extension services are to be classified here, e.g., rooms assigned to agricultural extension or urban extension.

Limitations: These cooperative extension programs are often a cross between independent operations and public service. Areas under the control of an agency external to the institution are to be classified under the independent operations program (7.0).

Coding Detail: No further breakdown required although, for other purposes, some institutions may wish to utilize the U. S. Department of Agriculture's Extension Management Information System (EMIS) Data Definition document categories to further categorize such space. For aggregation purposes, all EMIS categories should be aggregated into program category code 0100.

4.0 Academic Support Program

Definition: The objectives of the academic support program are to provide support services that are an integral part of the operations of the primary programs through the retention, preservation, and display of materials, or provide services that directly assist the academic functions of the institution.

Facilities Application: Areas that house activities of the academic support program are to be classified here if they serve the entire program, or under one of the subprogram classifications listed subsequently if they house specific segments of the academic support program.

Limitations: Excluded are areas that house activities established to maintain the organization and provide operational support for the day-to-day functioning of the organization. Such areas are classified under the institutional support program (6.0).

Coding Detail: Seven subprograms listed below.

4.1 Libraries

Definition: This subprogram consists of all activities that directly support the operation of a cataloged or otherwise classified collection of published material.

Facilities Application: Areas that house activities supporting the operation and maintenance of a collection of published material are classified here, e.g., the general campus library, law library, engineering library, etc.

Limitation: Areas that are intended to serve as departmental reading rooms should be classified under the appropriate category of the instruction program.

Coding Detail: No further breakdown required.

4.2 Museums and Galleries

Definition: This subprogram consists of all activities established to provide services related to the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc.

Facilities Application: Areas such as museums, galleries, and arboretums are included in this category.

Limitations: Research areas in museums or galleries should be classified under the appropriate category of the organized research program (2.0).

Coding Detail: No further breakdown required.

4.3 Audio/Visual Services

Definition: This subprogram consists of those activities associated with providing audio and/or visual materials to support the academic programs of the institution.

Facilities Application: Areas that house activities established to provide audio and/or visual materials for use in the academic programs are classified here.

Limitations: Areas that house activities that use audio/visual technology as part of the instructional process, e.g., language laboratories, are excluded. Areas housing dial access centers and learning resource centers are more appropriately coded under libraries (4.1).

Coding Detail: No further breakdown required.

4.4 Computing Support

Definition: This subprogram consists of those activities established to provide computing support to the primary programs.

Facilities Application: Areas that house such computing support activities are classified here.

Limitations: Excluded are areas that house administrative data processing activities which are included as part of the institutional support program (6.0). In the case of a centralized center serving both academic and administrative needs, it is recommended that the institution attempt to distinguish between the areas required for supporting the administrative computing activities and those required for academic computer support activities. Areas housing computer assisted instruction activities should be handled in the same manner as closed circuit television areas, i.e., they may be identified with course activities and should be coded under the appropriate category of the instruction program.

Coding Detail: No further breakdown required.

4.5 Ancillary Support

Definition: This subprogram consists of those activities that provide support services to the primary programs and are not appropriately classified with the previous subprograms. Such ancillary support activities, when they exist, normally provide joint services to the instruction, organized research, and public service programs.

Facilities Application: Areas that house ancillary support activities typically are teaching hospitals, demonstration schools, and special areas such as general glass blowing shops.

Limitations: Shops and similar areas that serve specifically identifiable program categories should be coded under the appropriate category of the instruction (1.0), organized research (2.0), or public service (3.0) programs.

Coding Detail: See 4.5.1200 below.

4.5.1200 Teaching Hospitals

Definition: This category includes activities in teaching hospitals that provide services to the instruction, organized research, and public service program.

Facilities Application: This category is provided to maintain a separate tabulation of teaching hospital facilities that support health professions activities in the instruction, research, and public service programs.

Limitations: Student health centers are excluded.

Coding Detail: No further breakdown required.

4.6 Academic Administration and Personnel Development

Definition: This subprogram consists of all activities that provide administrative support and management direction for the primary programs. The intent of this subprogram is to provide a well-defined identification of the management function.

Facilities Application: Areas that house the activities of department chairmen, college deans, and associated support staff are included in this category.

Limitations: Areas that house the activities of the institution's executive and general administrative officers are more appropriately coded under the institutional support program (6.0).

Coding Detail: No further breakdown required.

4.7 Course and Curriculum Development

Definition: This subprogram consists of those activities established to accomplish the planning and developmental activities for future (i.e., subsequent to the current budget period) instruction programs. The intent of this subprogram is to separate initially from the current operational aspects of the instruction program those activities that may result in instructional offerings at some point beyond the current budget period. This subprogram may be thought of as reflecting investment costs for future instruction program elements.

Facilities Application: Areas that are specifically devoted to course and curriculum development activities are classified here.

Limitations: Areas that cannot be identified separate from the instruction program should be so coded (1.0).

Coding Detail: No further breakdown required.

5.0 Student Services Program

Definition: The overall objective of the student service program is to contribute to the student's emotional and physical well-being, outside the context of the formal academic program.

Facilities Application: Areas that house activities of the student service program are to be classified here if they serve the entire program, or under one of the subprogram classifications listed subsequently if they house specific portions of the student service program.

Limitations: Areas that house activities that are creditable toward degrees are coded under the appropriate category of the instruction program (1.0). Areas that house activities whose primary intent is to offer non-degree instruction to members of the community are coded to the appropriate category of the public service program (3.0).

Coding Detail: Five subprograms listed below, except in the case of 5.1 and 5.5, which are further detailed to separate intercollegiate sports, student health, and student housing from other facilities assigned to those subprograms.

5.1 Social and Cultural Development

Definition: This subprogram consists of all those activities that have been established to provide for the student's social and cultural development outside of the degree curriculum.

Facilities Application: Areas to be classified under this category include those that house activities such as student activities, cultural events, student organizations, recreation, intramural athletics, and intercollegiate athletics. Areas such as student unions, bowling alleys, and sports complexes are included here.

Limitations: Areas that house instructional activities creditable toward a degree are excluded.

Coding Detail: See 5.1.7200 below.

5.1.7200 Intercollegiate Athletics

Definition: This category includes activities associated with the performance of intercollegiate athletics. It is assumed that the primary intent of such activities is to enhance the student's development.

Facilities Application: This category is provided to keep a separate tabulation of facilities devoted to the institution's intercollegiate athletics program although the total amount of such space is also included in the social and cultural development category (5.1) above. Areas such as basketball arenas, team locker rooms, and coaches offices are to be included in this category if their primary function is intercollegiate athletics.

Limitations: Areas used primarily for intramural activities and/or instructional activities are excluded.

Coding Detail: No further breakdown required.

5.2 Supplementary Education Service

Definition: This subprogram consists of those activities that have been established primarily to provide matriculated students with supplemental instruction outside of the normal academic program. Generally, activities within this subprogram are established to provide remedial education service as contrasted to instructional activities that are a part of the degree curriculum.

Facilities Application: Areas specifically assigned to providing supplemental instruction outside the normal academic program to matriculated students is included here. Some offices and classrooms may be assigned specifically for this type of usage.

Limitations: Areas that house regular academic programs are excluded. Areas assigned to non-degree instructional activities to members of the community are also excluded.

Coding Detail: No further breakdown required.

5.3 Counseling and Career Guidance

Definition: This subprogram consists of those activities established to provide counseling services, career guidance, and placement services for the student body.

Facilities Application: Areas that house the activities of placement bureaus, counseling centers, etc., are included in this category.

Limitations: Areas used by faculty for informal student counseling are excluded.

Coding Detail: No further breakdown required.

5.4 Financial Aid

Definition: This subprogram consists of those activities established to provide financial aid and assistance to students.

Facilities Application: Such activities as financial analysis and counseling, work study and student employment, scholarships, loans, grants, and records and collections are included here. Typically, such areas are offices and associated conference rooms.

Limitations: Excluded are placement bureaus for students leaving the institution.

Coding Detail: No further breakdown required.

5.5 Student Support

Definition: This subprogram consists of those activities established within the institution to provide convenience services to the student body or services to special student groups. For many institutions, it will often be difficult to discriminate between convenience services provided for the benefit of students and those provided for faculty and staff, e.g., a central cafeteria for both. In such instances, the program element will typically be identified to the student support subprogram unless the primary intent is clearly to provide services for the faculty and staff.

Facilities Application: Areas that house such activities as student housing, health services, veterans assistance, disadvantaged assistance, food services, and retail services and concessions are included here. Typically, bookstores, student health centers, residential complexes, and cafeterias are classified under this category.

Limitations: Excluded are areas that house similar activities specifically for members of the staff.

Coding Detail: See 5.5.7320 and 5.5.7330 below.

5.5.7320 Health Services (Student)

Definition: Health services consists of those activities that are associated with providing students with medical services, including dental and psychiatric care.

Facilities Application: Areas designed to manage and provide health services to students are included in this category.

Limitations: Faculty and staff health care services are excluded.

Coding Detail: No further breakdown required.

5.5.7330 Housing Services (Student)

Definition: Housing services consists of those activities that are associated with the student dormitories and student housing office.

Facilities Application: Areas that are designed to manage and to provide residential accommodations to students are included in this category, including quarters for dorm counselors and matrons.

Limitations: Faculty and staff accommodations are excluded.

Coding Detail: No further breakdown required.

6.0 Institutional Support Program

Definition: The institutional support program consists of those activities that provide operational support for the day-to-day functioning of the organization. The overall objective of the institutional support program is to maintain the institution's organizational effectiveness and continuity.

Facilities Application: Areas that house the activities of the institutional support program are to be classified here if they serve the entire program, or under one of the subprograms listed subsequently if they house specific portions of the independent operations program.

Limitations: Areas that house activities associated with management of specific academic organizational units are excluded.

Coding Detail: Seven subprograms as listed below, except in the case of 6.6 which is further detailed to separate faculty and staff housing services from other facilities assigned to that subprogram.

Appendix 6.3: Room Data Definitions and Codes/
Standard Program Classification Categories (Continued)

6.1 Executive Management

Definition: This subprogram consists of all central executive level activities and other activities concerned with the management and long-range planning of the entire institution, as contrasted to any one program within the institution.

Facilities Application: Areas that house such central operations activities as legal services, executive direction (the governing board, the chief and senior executive officers), analytical studies, institutional research, long-range planning, etc., are included here.

Limitations: Areas housing administrative data processing activities, logistical services, and physical plant operations are excluded.

Coding Detail: No further breakdown required.

6.2 Fiscal Operations

Definition: This subprogram consists of those central operations activities related to fiscal control, investments, and functional program elements related to the fiscal operations of the institution.

Facilities Application: Areas that house the activities of the fiscal operations of the institution are included here.

Limitations: Areas housing financial aid and counseling activities for the student body are excluded.

Coding Detail: No further breakdown required.

6.3 General Administrative Services

Definition: This subprogram consists of those activities established to provide central administrative services to the institutional support program, e.g., administrative data processing, and functional program elements related to student records and staff personnel.

Facilities Application: Areas that house general administrative activities such as administrative data processing are classified here.

Limitations: Areas housing data processing activities that serve the primary programs explicitly are more appropriately coded under the academic support program (4.0).

Coding Detail: No further breakdown required.

6.4 Logistical Services

Definition: This subprogram consists of activities established to provide procurement services, supply and maintenance of provisions, and the orderly movement of support materials for the campus operation. Included within logistical services are central activities related to the environmental health and safety of the staff and students.

Facilities Application: Areas that house activities such as central stores, central laundry, and campus enforcement officers are included in this category.

Limitations: Excluded are areas that house the logistical service activities of specific organizational units within the institution.

Coding Detail: No further breakdown required.

6.5 Physical Plant Operations

Definition: This subprogram consists of those activities established to provide services related to the campus grounds and facilities.

Facilities Application: Areas that house activities related to maintaining existing grounds and facilities, operating utility services, creating new facilities, and/or modifying existing facilities are included here.

Limitations: This category includes only those areas that house the activities of physical plant departments, not the areas maintained by them.

Coding Detail: No further breakdown required.

6.6 Faculty and Staff Services

Definition: This subprogram consists of those activities established to provide support services for the faculty and staff, and those activities for which the primary intent of their establishment is to provide support and convenience services to the faculty and staff.

Facilities Application: Areas such as faculty clubs are to be included in this category.

Limitations: Areas that house service activities where the primary intent is not obvious, e.g., a central cafeteria, should be classified under the student service subprogram (5.0).

Coding Detail: See 6.6.7330 below.

6.6.7330 Housing Services (Faculty and Staff)

Definition: Housing services consists of those activities that are associated with housing faculty and staff.

Facilities Application: Areas that are designed to manage and to provide residential accommodations to faculty and staff are included in this category.

Coding Detail: No further breakdown required.

6.7 Community Relations

Definition: This subprogram consists of those activities that have been established to maintain relationships with the general community, the institution's alumni, or other constituents, and to conduct activities related to development and fund raising.

Facilities Application: Areas housing community relations activities should be classified here, e.g., the alumni office, the public relations office.

Limitations: Areas that house activities established primarily to provide public service to the community are excluded.

Coding Detail: No further breakdown required.

7.0 Independent Operations Program

Definition: The independent operations program is established to collect those activities that may be viewed as not related directly to the objectives of the institution of higher education.

Facilities Application: Areas that house activities of the independent operations program are to be classified here if they serve the entire program, or under one of the subprograms if they house a specific portion of the independent operations program.

Limitations: Areas that house activities related to the objectives of the institution are excluded.

Coding Detail: Two subprograms listed below.

7.1 Institutional Operations

Definition: This subprogram includes those activities that represent operations owned or controlled by the institution and are foreign to, or independent of, the institution's mission.

Facilities Application: Areas such as commercial rental property for income, a pancake house, a spaghetti factory, etc., are included here.

Limitations: Areas that house operations controlled by external organizations are excluded.

Coding Detail: No further breakdown required.

7.2 Outside Agencies

Definition: This subprogram consists of those activities that are controlled or operated by outside agencies but are housed or otherwise supported by the institution.

Facilities Application: Areas that house the activities of outside agencies are classified here, e.g., the Western Interstate Commission for Higher Education which has its offices on the campus of the University of Colorado.

Limitations: Excluded are areas that house operations controlled by the institution, but that are foreign to the institution's objectives.

Coding Detail: No further breakdown required.

8.0 Unassigned (For Assignable Areas Only)

Definition: This category is limited to classifications of facilities that are not in use at the time of the inventory.

Coding Detail: Two subprograms listed below.

8.1 Capable of Use

Definition: This category is limited to rooms that are not in use but are capable of use at the time of the inventory.

Coding Detail: No further breakdown required.

8.2 Incapable of Use

Definition: This category is limited to rooms that are not in use at the time of the inventory because they are incapable of use.

Coding Detail: No further breakdown required.

9.0 Building Service (For Nonassignable Areas Only)

Definition: This category is limited to classifications of non-assignable areas.

Facilities Application: This category is included only for purposes of completing the program classification dimension of the procedures. The nonassignable areas to be classified here are not necessarily recommended for collection. Institutions, however, may find them useful for plant management purposes.

Coding Detail: No further breakdown required.

Appendix 6.4

The HEGIS Taxonomy*

In view of the length and comprehensive nature of the Taxonomy of Instructional Programs, it may sometimes be difficult to locate the appropriate reporting title for a specific instructional program. To facilitate the location process, a summary list of the program categories (discipline categories) is shown below.

PROGRAM (DISCIPLINE) CATEGORIES

(Conventional academic subdivisions of knowledge and training)

Code

0000 GENERAL
0100 AGRICULTURE and NATURAL RESOURCES
0200 ARCHITECTURE and ENVIRONMENTAL DESIGN
0300 AREA STUDIES
0400 BIOLOGICAL SCIENCES
0500 BUSINESS and MANAGEMENT
0600 COMMUNICATIONS
0700 COMPUTER and INFORMATION SCIENCES
0800 EDUCATION
0900 ENGINEERING
1000 FINE and APPLIED ARTS
1100 FOREIGN LANGUAGES
1200 HEALTH PROFESSIONS
1300 HOME ECONOMICS
1400 LAW
1500 LETTERS
1600 LIBRARY SCIENCE
1700 MATHEMATICS
1800 MILITARY SCIENCES
1900 PHYSICAL SCIENCES
2000 PSYCHOLOGY
2100 PUBLIC AFFAIRS and SERVICES
2200 SOCIAL SCIENCES
2300 THEOLOGY
4900 INTERDISCIPLINARY STUDIES

(Technological and occupational specialties related to curriculums leading to associate degrees and other awards below the baccalaureate)

Code

5000 BUSINESS and COMMERCE TECHNOLOGIES
5100 DATA PROCESSING TECHNOLOGIES
5200 HEALTH SERVICES and PARAMEDICAL TECHNOLOGIES
5300 MECHANICAL and ENGINEERING TECHNOLOGIES
5400 NATURAL SCIENCE TECHNOLOGIES
5500 PUBLIC SERVICE RELATED TECHNOLOGIES

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Appendix 6.4: The HEGIS Taxonomy (Continued)

An alphabetical listing of all program subcategories (discipline categories) follows. Note that a few modifications have been made to adapt this list to use for facilities inventory. This section is included for purposes of definition to indicate which specific program subcategories are included in each program category. Institutions may wish to code at this level of detail for their own internal management purposes.

PROGRAM (DISCIPLINE) SUBCATEGORIES

0000 **GENERAL USE**

0100 **AGRICULTURE AND NATURAL RESOURCES**
- 0101 Agriculture, General
- 0102 Agronomy (Field Crops, and Crop Management)
- 0103 Soils Science (Management and Conservation)
- 0104 Animal Science (Husbandry)
- 0105 Dairy Science (Husbandry)
- 0106 Poultry Science
- 0107 Fish, Game, and Wildlife Management
- 0108 Horticulture (Fruit and Vegetable Production)
- 0109 Ornamental Horticulture (Floriculture, Nursery Science)
- 0110 Agricultural and Farm Management
- 0111 Agricultural Economics
- 0112 Agricultural Business
- 0113 Food Science and Technology
- 0114 Forestry
- 0115 Natural Resources Management
- 0116 Agriculture and Forestry Technologies
- 0117 Range Management
- 0199 Other, Specify

0200 **ARCHITECTURE AND ENVIRONMENTAL DESIGN**
- 0201 Environmental Design, General
- 0202 Architecture
- 0203 Interior Design
- 0204 Landscape Architecture
- 0205 Urban Architecture
- 0206 City, Community, and Regional Planning
- 0299 Other, Specify

0300 **AREA STUDIES**
- 0301 Asian Studies, General
- 0302 East Asian Studies
- 0303 South Asian (India, etc.) Studies
- 0304 Southeast Asian Studies
- 0305 African Studies
- 0306 Islamic Studies
- 0307 Russian and Slavic Studies
- 0308 Latin American Studies
- 0309 Middle Eastern Studies
- 0310 European Studies, General
- 0311 Eastern European Studies
- 0312 West European Studies
- 0313 American Studies
- 0314 Pacific Area Studies
- 0399 Other, Specify

0400 **BIOLOGICAL SCIENCES**
- 0401 Biology, General
- 0402 Botany, General
- 0403 Bacteriology
- 0404 Plant Pathology
- 0405 Plant Pharmacology
- 0406 Plant Physiology
- 0407 Zoology, General
- 0408 Pathology, Human and Animal
- 0409 Pharmacology, Human and Animal
- 0410 Physiology, Human and Animal
- 0411 Microbiology
- 0412 Anatomy
- 0413 Histology
- 0414 Biochemistry
- 0415 Biophysics
- 0416 Molecular Biology
- 0417 Cell Biology (Cytology, Cell Physiology)
- 0418 Marine Biology
- 0419 Biometrics and Biostatistics
- 0420 Ecology
- 0421 Entomology
- 0422 Genetics
- 0423 Radiobiology
- 0424 Nutrition, Scientific (exclude Nutrition in Home Economics and Dietetics)

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Appendix 6.4: The HEGIS Taxonomy (Continued)

0425 Neurosciences
0426 Toxicology
0427 Embryology
0499 Other, Specify

0500 **BUSINESS AND MANAGEMENT**
0501 Business and Commerce, General
0502 Accounting
0503 Business Statistics
0504 Banking and Finance
0505 Investments and Securities
0506 Business Management and Administration
0507 Operations Research
0508 Hotel and Restaurant Management
0509 Marketing and Purchasing
0510 Transportation and Public Utilities
0511 Real Estate
0512 Insurance
0513 International Business
0514 Secretarial Studies
0515 Personnel Management
0516 Labor and Industrial Relations
0517 Business Economics
0599 Other, Specify

0600 **COMMUNICATIONS**
0601 Communications, General
0602 Journalism (Printed Media)
0603 Radio/TV
0604 Advertising
0605 Communication Media
(use of videotape, film, etc., oriented specifically toward radio/TV)
0699 Other, Specify

0700 **COMPUTER AND INFORMATION SCIENCES**
0701 Computer and Information Sciences, General
0702 Information Sciences and Systems
0703 Data Processing
0704 Computer Programming
0705 Systems Analysis
0799 Other, Specify

0800 **EDUCATION**
0801 Education, general
0802 Elementary education, general
0803 Secondary education, general
0804 Junior high school education
0805 Higher education, general
0806 Junior and community college education
0807 Adult and continuing education
0808 Special education, general
0809 Administration of special education
0810 Education of the mentally retarded
0811 Education of the gifted
0812 Education of the deaf
0813 Education of the culturally disadvantaged
0814 Education of the visually handicapped
0815 Speech correction
0816 Education of the emotionally disturbed
0817 Remedial education
0818 Special learning disabilities
0819 Education of the physically handicapped
0820 Education of the multiple handicapped
0821 Social foundations (history and philosophy of education)
0822 Educational psychology (include learning theory)
0823 Pre-elementary education (kindergarten)
0824 Educational statistics and research
0825 Educational testing, evaluation, and measurement
0826 Student personnel (counseling and guidance)
0827 Educational administration
0828 Educational supervision
0829 Curriculum and instruction
0830 Reading education (methodology and theory)
0831 Art education (methodology and theory)
0832 Music education (methodology and theory)
0833 Mathematics education (methodology and theory)
0834 Science education (methodology and theory)
0835 Physical education
0836 Driver and safety education
0837 Health education (include family life education)
0838 Business, commerce, and distributive education
0839 Industrial arts, vocational, and technical education
0899 Other, specify

0900 **ENGINEERING**
0901 Engineering, General
0902 Aerospace, Aeronautical, and Astronautical Engineering
0903 Agricultural Engineering
0904 Architectural Engineering
0905 Bioengineering and Biomedical Engineering
0906 Chemical Engineering (include Petroleum Refining)
0907 Petroleum Engineering (exclude Petroleum Refining)
0908 Civil, Construction, and Transportation Engineering
0909 Electrical, Electronics, and Communications Engineering
0910 Mechanical Engineering
0911 Geological Engineering
0912 Geophysical Engineering
0913 Industrial and Management Engineering
0914 Metallurgical Engineering
0915 Materials Engineering
0916 Ceramic Engineering
0917 Textile Engineering
0918 Mining and Mineral Engineering
0919 Engineering Physics
0920 Nuclear Engineering
0921 Engineering Mechanics
0922 Environmental and Sanitary Engineering
0923 Naval Architecture and Marine Engineering
0924 Ocean Engineering

Appendix 6.4: The HEGIS Taxonomy (Continued)

0925 Engineering Technologies
0999 Other, Specify

1000 **FINE AND APPLIED ARTS**
1001 Fine Arts, General
1002 Art (Painting, Drawing, Sculpture)
1003 Art History and Appreciation
1004 Music (Performing, Composition, Theory)
1005 Music (Liberal Arts Program)
1006 Music History and Appreciation (Musicology)
1007 Dramatic Arts
1008 Dance
1009 Applied Design (Ceramics, Weaving, Textile Design, Fashion Design, Jewelry, Metalsmithing, Interior Decoration, Commercial Art)
1010 Cinematography
1011 Photography
1099 Other, Specify

1100 **FOREIGN LANGUAGES**
1101 Foreign Languages, General
1102 French
1103 German
1104 Italian
1105 Spanish
1106 Russian
1107 Chinese
1108 Japanese
1109 Latin
1110 Greek, classical
1111 Hebrew
1112 Arabic
1113 Indian (Asiatic)
1114 Scandinavian Languages
1115 Slavic Languages (other than Russian)
1116 African Languages (non-Semitic)
1199 Other, Specify

1200 **HEALTH PROFESSIONS**
1201 Health Professions, General
1202 Hospital and Health Care Administration
1203 Nursing
1204 Dentistry
1205 Dental Specialties
1206 Medicine
1207 Medical Specialties
1208 Occupational Therapy
1209 Optometry
1210 Osteopathic Medicine
1211 Pharmacy
1212 Physical Therapy
1213 Dental Hygiene
1214 Public Health
1215 Medical Record Librarianship
1216 Podiatry or Podiatric Medicine
1217 Biomedical Communication
1218 Veterinary Medicine
1219 Veterinary Medicine Specialties
1220 Speech Pathology and Audiology
1221 Chiropractic
1222 Clinical Social Work
1223 Medical Laboratory Technologies
1224 Dental Technologies
1225 Radiologic Technologies
1299 Other, Specify

1300 **HOME ECONOMICS**
1301 Home Economics, General
1302 Home Decoration and Home Equipment
1303 Clothing and Textiles
1304 Consumer Economics and Home Management
1305 Family Relations and Child Development
1306 Foods and Nutrition (include Dietetics)
1307 Institutional Management and Cafeteria Management
1399 Other, Specify

1400 **LAW**
1401 Law, General
1499 Other, Specify

1500 **LETTERS**
1501 English, General
1502 Literature, English
1503 Comparative Literature
1504 Classics
1505 Linguistics (include Phonetics, Semantics, and Philology)
1506 Speech, Debate, and Forensic Science (Rhetoric and Public Address)
1507 Creative Writing
1508 Teaching of English as a Foreign Language
1509 Philosophy
1510 Religious Studies (exclude Theological Professions)
1599 Other, Specify

1600 **LIBRARY SCIENCE**
1601 Library Science, General
1699 Other, Specify

1700 **MATHEMATICS**
1701 Mathematics, General
1702 Statistics, Mathematical and Theoretical
1703 Applied Mathematics
1799 Other, Specify

1800 **MILITARY SCIENCES**
1801 Military Science (Army)
1802 Naval Science (Navy, Marines)
1803 Aerospace Science (Air Force)
1899 Other, Specify

1900 **PHYSICAL SCIENCES**
1901 Physical Sciences, General
1902 Physics, General (exclude Biophysics)
1903 Molecular Physics
1904 Nuclear Physics
1905 Chemistry, General (exclude Biochemistry)
1906 Inorganic Chemistry
1907 Organic Chemistry
1908 Physical Chemistry
1909 Analytical Chemistry
1910 Pharmaceutical Chemistry
1911 Astronomy
1912 Astrophysics
1913 Atmospheric Sciences and Meteorology
1914 Geology
1915 Geochemistry
1916 Geophysics and Seismology
1917 Earth Sciences, General
1918 Paleontology
1919 Oceanography
1920 Metallurgy
1999 Other, Specify

2000 **PSYCHOLOGY**
- 2001 Psychology, General
- 2002 Experimental Psychology (animal and human)
- 2003 Clinical Psychology
- 2004 Psychology for Counseling
- 2005 Social Psychology
- 2006 Psychometrics
- 2007 Statistics in Psychology
- 2008 Industrial Psychology
- 2009 Developmental Psychology
- 2010 Physiological Psychology
- 2099 Other, Specify

2100 **PUBLIC AFFAIRS AND SERVICES**
- 2101 Community Services, General
- 2102 Public Administration
- 2103 Parks and Recreation Management
- 2104 Social Work and Helping Services (other than Clinical Social Work)
- 2105 Law Enforcement and Corrections
- 2106 International Public Service (other than Diplomatic Service)
- 2199 Other, Specify

2200 **SOCIAL SCIENCES**
- 2201 Social Sciences, General
- 2202 Anthropology
- 2203 Archeology
- 2204 Economics
- 2205 History
- 2206 Geography
- 2207 Political Science and Government
- 2208 Sociology
- 2209 Criminology
- 2210 International Relations
- 2211 Afro-American (Black Culture) Studies
- 2212 American Indian Cultural Studies
- 2213 Mexican-American Cultural Studies
- 2214 Urban Studies
- 2215 Demography
- 2299 Other, Specify

2300 **THEOLOGY**
- 2301 Theological Professions, General
- 2302 Religious Music
- 2303 Biblical Languages
- 2304 Religious Education
- 2399 Other, Specify

4900 **INTERDISCIPLINARY STUDIES**
- 4901 General Liberal Arts and Sciences
- 4902 Biological and Physical Sciences
- 4903 Humanities and Social Sciences
- 4904 Engineering and Other Disciplines
- 4999 Other, Specify

5000 **BUSINESS AND COMMERCE TECHNOLOGIES**
- 5001 Business and Commerce Technologies, General
- 5002 Accounting Technologies
- 5003 Banking and Finance Technologies
- 5004 Marketing, Distribution, Purchasing, Business, and Industrial Management Technologies
- 5005 Secretarial Technologies (include Office Machines Training)
- 5006 Personal Service Technologies (Stewardess, Cosmetologist, etc.)
- 5007 Photography Technologies
- 5008 Communications and Broadcasting Technologies (Radio/TV, Newspapers)
- 5009 Printing and Lithography Technologies
- 5010 Hotel and Restaurant Management Technologies
- 5011 Transportation and Public Utility Technologies
- 5012 Applied Arts, Graphic Arts, and Fine Arts Technologies (include advertising design)
- 5099 Other, Specify

5100 **DATA PROCESSING TECHNOLOGIES**
- 5101 Data Processing Technologies, General
- 5102 Key Punch Operator and Other Input Preparation Technologies
- 5103 Computer Programmer Technologies
- 5104 Computer Operator and Peripheral Equipment Operation Technologies
- 5105 Data Processing Equipment Maintenance Technologies
- 5199 Other, Specify

5200 **HEALTH SERVICES AND PARAMEDICAL TECHNOLOGIES**
- 5201 Health Services Assistant Technologies, General
- 5202 Dental Assistant Technologies
- 5203 Dental Hygiene Technologies
- 5204 Dental Laboratory Technologies
- 5205 Medical or Biological Laboratory Assistant Technologies
- 5206 Animal Laboratory Assistant Technologies
- 5207 Radiologic Technologies (X-Ray, etc.)
- 5208 Nursing, R.N. (less than 4-year program)
- 5209 Nursing, Practical (L.P.N. or L.V.N.—less than 4-year program)
- 5210 Occupational Therapy Technologies
- 5211 Surgical Technologies
- 5212 Optical Technologies (include Ocular Care, Ophthalmic, Optometric Technologies)
- 5213 Medical Record Technologies
- 5214 Medical Assistant and Medical Office Assistant Technologies
- 5215 Inhalation Therapy Technologies
- 5216 Psychiatric Technologies (include Mental Health Aide Programs)
- 5217 Electro Diagnostic Technologies (include E.K.G., E.E.G., etc.)
- 5218 Institutional Management Technologies (Rest Home, etc.)
- 5219 Physical Therapy Technologies
- 5299 Other, Specify

5300 **MECHANICAL AND ENGINEERING TECHNOLOGIES**
- 5301 Mechanical and Engineering Technologies, General
- 5302 Aeronautical and Aviation Technologies
- 5303 Engineering Graphics (Tool and Machine Drafting and Design)
- 5304 Architectural Drafting Technologies
- 5305 Chemical Technologies (include Plastics)
- 5306 Automotive Technologies
- 5307 Diesel Technologies
- 5308 Welding Technologies

Appendix 6.4: The HEGIS Taxonomy (Continued)

5309 Civil Technologies (Surveying, Photogrammetry, etc.)
5310 Electronics and Machine Technologies (TV, Appliance, Office Machine Repair, etc.)
5311 Electromechanical Technologies
5312 Industrial Technologies
5313 Textile Technologies
5314 Instrumentation Technologies
5315 Mechanical Technologies
5316 Nuclear Technologies
5317 Construction and Building Technologies (Carpentry, Electrical Work, Plumbing, Sheet Metal, Air Conditioning, Heating, etc.)
5399 Other, Specify

5400 **NATURAL SCIENCE TECHNOLOGIES**
5401 Natural Science Technologies, General
5402 Agriculture Technologies (include Horticulture)
5403 Forestry and Wildlife Technologies (include Fisheries)
5404 Food Services Technologies
5405 Home Economics Technologies
5406 Marine and Oceanographic Technologies
5407 Laboratory Technologies, General
5408 Sanitation and Public Health Inspection Technologies (Environmental Health Technologies)
5499 Other, Specify

5500 **PUBLIC SERVICE RELATED TECHNOLOGIES**
5501 Public Service Technologies, General
5502 Bible Study or Religion-Related Occupations
5503 Education Technologies (Teacher Aide and 2-year Teacher Training Programs)
5504 Library Assistant Technologies
5505 Police, Law Enforcement, Corrections Technologies
5506 Recreation and Social Work Related Technologies
5507 Fire Control Technology
5508 Public Administration and Management Technologies
5599 Other, Specify

Appendix 6.4: The HEGIS Taxonomy (Continued)

Alphabetical Listing of HEGIS Discipline Specialities

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

Title	*Code*
Accounting	0502
Administration, business	0506
Administration, educational	0827
Administration, public	2102
Administration, special education	0809
Adult education	0807
Advertising	0604
Aeronautical engineering	0902
Aerospace engineering	0902
Aerospace science	1803
African languages (non-Semitic)	1116
African studies	0305
Afro-American studies	2211
Agricultural business	0112
Agricultural economics	0111
Agricultural engineering	0903
Agricultural management	0110
Agriculture, general	0101
Agriculture technologies	0116
Agronomy	0102
American Indian cultural studies	2212
American studies	0313
Analytical chemistry	1909
Anatomy	0412
Animal science	0104
Anthropology	2202
Applied design	1009
Applied mathematics	1703
Arabic	1112
Archeology	2203
Architectural engineering	0904
Architecture	0202
Architecture, naval	0923
Art	1002
Art appreciation	1003
Art, commercial	1009
Art education	0831
Art history	1003
Asian studies, general	0301
Astronautical engineering	0902
Astronomy	1911
Astrophysics	1912
Atmospheric sciences	1913
Audiology	1220
Bacteriology	0403
Banking	0504
Biblical languages	2303
Biochemistry	0414
Bioengineering	0905
Biological and physical sciences (interdisciplinary)	4902
Biology, cellular	0417
Biology, general	0401
Biology, marine	0418
Biology, molecular	0416
Biomedical communication	1217
Biomedical engineering	0905
Biometrics	0419
Biophysics	0415
Biostatistics	0419
Black culture studies	2211
Botany, general	0402
Business administration	0506
Business, agricultural	0112
Business economics	0517
Business education	0838
Business, general	0501
Business, international	0513
Business management	0506
Business statistics	0503
Cafeteria management	1307
Catalan	1199
Cell biology	0417
Cell physiology	0417
Ceramic engineering	0916
Ceramics	1009
Chemical engineering	0906
Chemistry, general	1905
Child development	1305
Chinese	1107
Chiropractic	1221
Cinematography	1010
City planning	0206
Civil engineering	0908
Classics	1504
Clinical psychology	2003
Clinical social work	1222
Clothing	1303
Commerce education	0838
Commerce, general	0501
Commercial art	1009
Communication media	0605
Communications, general	0601
Communications engineering	0909
Community college education	0806
Community planning	0206
Community services, general	2101
Comparative literature	1503
Computer programming	0704
Computer sciences, general	0701
Construction engineering	0908
Consumer economics	1304
Continuing education	0807
Corrections	2105
Counseling, educational	0826
Counseling, psychology for	2004
Creative writing	1507
Criminology	2209
Crop management	0102
Curriculum	0829
Cytology	0417
Dairy sciences	0105
Dance	1008
Danish	1114
Data processing	0703
Debate	1506

Appendix 6.4: The HEGIS Taxonomy (Continued)

Alphabetical Listing of HEGIS Discipline Specialities (Continued)

Demography 2215
Dental hygiene 1213
Dental specialties 1205
Dental technologies 1224
Dentistry, D.D.S. or D.M.D. degree 1204
Developmental psychology 2009
Dietetics 1306
Distributive education 0838
Dramatic arts 1007
Drawing 1002
Driver education 0836

Earth sciences, general 1917
East Asian studies 0302
Eastern European studies 0311
Ecology 0420
Economics 2204
Economics, agricultural 0111
Economics, business 0517
Education of the culturally disadvantaged 0813
Education of the deaf 0812
Education of the emotionally disturbed 0816
Education, general 0801
Education of the gifted 0811
Education of mentally retarded 0810
Education of the multiple handicapped 0820
Education of the physically handicapped 0819
Education, religious 2304
Education of the visually handicapped 0814
Educational administration 0827
Educational evaluation 0825
Educational measurement 0825
Educational psychology 0822
Educational research 0824
Educational statistics 0824
Educational supervision 0828
Educational testing 0825
Electrical engineering 0909
Electronics engineering 0909
Elementary education, general 0802
Embryology 0427
Engineering, general 0901
Engineering mechanics 0921
Engineering and other disciplines (interdisciplinary) 4904
Engineering physics 0919
Engineering technologies 0925
English as a foreign language 1508
English, general 1501
English, literature 1502
Entomology 0421
Environmental design, general 0201
Environmental engineering 0922
European studies, general 0310
Experimental psychology (animal and human) 2002

Family life education 0837
Family relations 1305
Farm management 0110
Fashion design 1009
Field crops 0102
Finance 0504
Fine arts, general 1001
Finnish 1199
Fish management 0107
Floriculture 0109
Foods and nutrition 1306
Food science 0113
Food technology 0113
Foreign languages, general 1101
Forensic science 1506
Forestry 0114
Forestry technologies 0116
French 1102
Fruit production 0108

Game management 0107
General liberal arts and sciences (interdisciplinary) 4901
Genetics 0422
Geochemistry 1915
Geography 2206
Geological engineering 0911
Geology 1914
Geophysical engineering 0912
Geophysics 1916
German 1103
Government 2207
Greek, classical 1110
Guidance, education 0826

Health care administration 1202
Health education 0837
Health professions, general 1201
Hebrew 1111
Helping services 2104
Higher education, general 0805
Histology 0413
History 2205
History of education 0821
Home decoration 1302
Home economics, general 1301
Home equipment 1302
Home management 1304
Horticulture 0108
Hospital administration 1202
Hotel management 0508
Humanities and social sciences (interdisciplinary) 4903
Husbandry, animal 0104
Husbandry, dairy 0105

Ichthyology 0499
India studies 0303
Indian (Asiatic) 1113
Industrial arts education 0839
Industrial engineering 0913
Industrial psychology 2008
Industrial relations 0516
Information sciences 0702
Information sciences, general 0701
Information systems 0702
Inorganic chemistry 1906
Institutional management 1307
Instruction 0829
Insurance 0512
Interior decoration 1009
Interior design 0203
International business 0513
International public service 2106
International relations 2210
Investments 0505
Islamic studies 0306
Italian 1104

Appendix 6.4: The HEGIS Taxonomy (Continued)

Alphabetical Listing of HEGIS Discipline Specialities (Continued)

Japanese 1108
Jewelry 1009
Journalism 0602
Junior college education 0806
Junior high school education 0804

Kindergarten education 0823
Korean 1199

Labor relations 0516
Landscape architecture 0204
Latin 1109
Latin American studies 0308
Law enforcement 2105
Law, general 1401
Learning theory 0822
Liberal arts and sciences (interdisciplinary) 4901
Library science, general 1601
Limnology 0499
Linguistics 1505
Literature, comparative 1503
Literature, English 1502

Management, business 0506
Management, engineering 0913
Marine biology 0418
Marine engineering 0923
Marketing 0509
Materials engineering 0915
Mathematics, applied 1703
Mathematics, education 0833
Mathematics, general 1701
Mathematics, statistics 1702
Mechanical engineering 0910
Medical laboratory technologies 1223
Medical record librarianship 1215
Medical specialties 1207
Medicine, M.D. degree 1206
Metallurgical engineering 0914
Metallurgy 1920
Metalsmithing 1009
Meteorology 1913
Mexican-American cultural studies 2213
Microbiology 0411
Middle Eastern studies 0309
Military science 1801
Mineral engineering 0918
Mining engineering 0918
Molecular biology 0416
Molecular physics 1903
Music (liberal arts program) 1005
Music appreciation 1006
Music, composition 1004
Music education 0832
Music history 1006
Music, performing 1004
Music, theory 1004
Musicology 1006

Natural resources management 0115
Naval architecture 0923
Naval science 1802
Neurosciences 0425
Norwegian 1114
Nuclear engineering 0920
Nuclear physics 1904
Nursery science 0109
Nursing (baccalaureate and higher programs) 1203
Nutrition, scientific 0424

Occupational therapy 1208
Ocean engineering 0924
Oceanography 1919
Operations research 0507
Optometry 1209
Organic chemistry 1907
Ornamental horticulture 0109
Ornithology 0499
Osteopathic medicine, D.O. degree 1210

Pacific area studies 0314
Painting 1002
Paleontology 1918
Parasitology 0499
Park management 2103
Pathology, animal 0408
Pathology, human 0408
Pathology, plant 0404
Personnel management 0515
Petroleum engineering 0907
Petroleum refining 0906
Pharmaceutical chemistry 1910
Pharmacology, animal 0409
Pharmacology, human 0409
Pharmacology, plant 0405
Pharmacy 1211
Philology 1505
Philosophy 1509
Philosophy of education 0821
Phonetics 1505
Photography 1011
Physical chemistry 1908
Physical education 0835
Physical sciences, general 1901
Physical therapy 1212
Physics, general 1902
Physiological psychology 2010
Physiology, animal 0410
Physiology, human 0410
Physiology, plant 0406
Plant pathology 0404
Plant pharmacology 0405
Plant physiology 0406
Podiatry 1216
Political science 2207
Poultry science 0106
Pre-elementary education 0823
Programming, computer 0704
Psychology, clinical 2003
Psychology for counseling 2004
Psychology, developmental 2009
Psychology, education 0822
Psychology, general 2001
Psychology, industrial 2008
Psychology, physiological 2010
Psychology, social 2005
Psychometrics 2006
Public address 1506
Public administration 2102
Public health 1214
Public utilities 0510
Purchasing 0509

Appendix 6.4: The HEGIS Taxonomy (Continued)

Alphabetical Listing of HEGIS Discipline Specialities (Continued)

Radio 0603
Radiobiology 0423
Radiologic technologies 1225
Range management 0117
Reading education 0830
Real estate 0511
Recreation management 2103
Regional planning 0206
Rehabilitation services 1222
Religious education 2304
Religious music 2302
Religious studies 1510
Remedial education 0817
Restaurant management 0508
Rhetoric 1506
Russian 1106
Russian studies 0307

Safety education 0836
Sanitary engineering 0922
Sanskrit 1199
Scandinavian languages 1114
Science education 0834
Sculpture 1002
Secondary education, general 0803
Secretarial studies 0514
Securities 0505
Seismology 1916
Semantics 1505
Slavic languages (other than Russian) 1115
Slavic studies 0307
Social foundations of education 0821
Social sciences, general 2201
Social psychology 2005
Social work 2104
Sociology 2208
Soil conservation 0103
Soil management 0103
Soil science 0103
South Asian studies 0303
Southeast Asian studies 0304
Spanish 1105
Special education, general 0808
Special learning disabilities 0818
Speech 1506
Speech correction 0815
Speech pathology 1220
Statistics, mathematical and theoretical 1702
Statistics in psychology 2007
Student personnel 0826
Swedish 1114
Systems analysis 0705
Systems, information 0702

Teaching of English as a foreign language 1508
Technical education 0839
Television 0603
Textile design 1009
Textile engineering 0917
Textiles, home economics 1303
Theological professions, general 2301
Toxicology 0426
Transportation 0510
Transportation engineering 0908

Urban architecture 0205
Urban studies 2214

Vegetable production 0108
Veterinary medicine, D.V.M. degree 1218
Veterinary medicine specialties 1219
Vietnamese 1199
Vocational education 0839

Weaving 1009
West European studies 0312
Wildlife management 0107
Writing, creative 1507

Zoology, general 0407

Section II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

Title	*Code*
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5302
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Animal laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible study	5502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies, general	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Construction technologies	5317
Corrections technologies	5505
Cosmetologist	5006

Appendix 6.4: The HEGIS Taxonomy (Continued)

Alphabetical Listing of HEGIS Discipline Specialities (Continued)

Data processing equipment maintenance technologies 5105
Data processing technologies, general 5101
Dental assistant technologies 5202
Dental hygiene technologies 5203
Dental laboratory technologies 5204
Diesel technologies 5307
Distribution technologies 5004
Drafting, architectural 5304

Education technologies 5503
Electrician technologies 5317
Electro diagnostic technologies 5217
Electromechanical technologies 5311
Electronics and machine technologies 5310
Engineering graphics 5303
Engineering technologies, general 5301
Environmental health technologies 5408

Finance technologies 5003
Fine arts technologies 5012
Fire control technology 5507
Fisheries technologies 5403
Food services technologies 5404
Forestry technologies 5403

Graphic arts technologies 5012

Health services assistant technologies, general 5201
Heating technologies 5317
Home economics technologies 5405
Horticulture technologies 5402
Hospital food service technologies 5404
Hotel management technologies 5010

Industrial management technologies 5004
Industrial technologies 5312
Inhalation therapy technologies 5215
Input preparation technologies 5102
Institutional management technologies 5218
Instrumentation technologies 5314
Insurance technologies 5004

Key punch operator technologies 5102

Laboratory technologies, general 5407
Landscape technologies 5402
Law enforcement technologies 5505
Library assistant technologies 5504
Lithography technologies 5009

Machine drafting and design technologies 5303
Machine repair technologies 5310
Marina equipment technologies 5004
Marine technologies 5406
Marketing technologies 5004
Mechanical technologies 5315
Mechanical technologies, general 5301
Medical assistant technologies 5214
Medical laboratory assistant technologies 5205
Medical office assistant technologies 5214
Medical record technologies 5213
Mental health aide programs 5216

Natural science technologies, general 5401
Newspaper communication technologies 5008
Nuclear technologies 5316
Nursing, practical (L.P.N. or L.V.N.) 5209
Nursing R.N. preparation 5208

Occupational therapy technologies 5210
Oceanographic technologies 5406
Ocular care technologies 5212
Office machine repair technologies 5310
Office machine training 5005
Ophthalmic technologies 5212
Optical technologies 5212
Optometric technologies 5212

Personal service technologies 5006
Personnel management technologies 5004
Photogrammetry technologies 5309
Photography technologies 5007
Physical therapy technology 5219
Plastics technologies 5305
Plumbing technologies 5317
Police technologies 5505
Printing technologies 5009
Programmer technologies 5103
Psychiatric technologies 5216
Public administration and management technologies 5508
Public health inspection technologies 5408
Public service technologies, general 5501
Public utility technologies 5011
Purchasing technologies 5004

Radio broadcasting technologies 5008
Radio repair technologies 5310
Radiologic technologies 5207
Real estate technologies 5004
Recreation technologies 5506
Religion related occupations 5502
Rest home management technology 5218
Restaurant management technologies 5010

Sales technologies 5004
Sanitation technologies 5408
Secretarial technologies 5005
Sheet metal technologies 5317
Social work related technologies 5506
Stewardess preparation 5006
Surgical technologies 5211
Surveying technologies 5309

Teacher aide preparation 5503
Television broadcasting technologies 5008
Television repair technologies 5310
Textile technologies 5313
Tool design technologies 5303
Transportation technologies 5011

Welding technologies 5308
Wildlife technologies 5403

X-ray technologies 5207

APPENDIX 6.5

DEFINITIONS OF BUILDING AREAS

Appendix 6.5

DEFINITIONS OF BUILDING AREAS

1. GROSS AREA:*

   1. Definition: The sum of the floor areas of the building included within the outside faces of exterior walls for all stories, or areas that have floor surfaces.

   2. Basis for Measurement: Gross area should be computed by measuring from the outside face of exterior walls, disregarding cornices, pilasters, buttresses, etc., which extend beyond the wall face. Measured in terms of gross square feet (GSF).

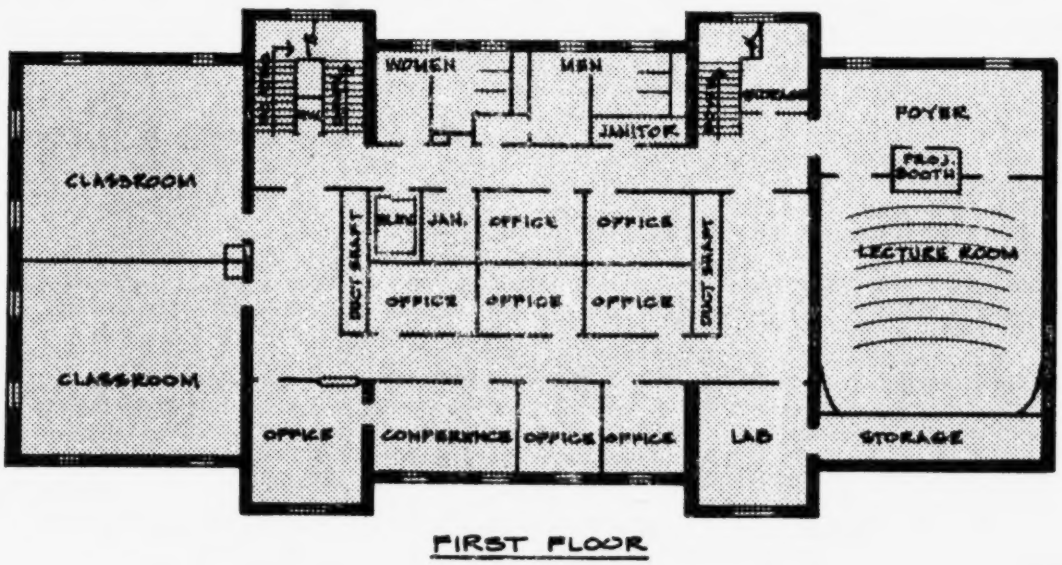
   3. Description: In addition to all the internal floored spaces obviously covered above, gross area should include basements (except unexcavated portions), attics, garages, enclosed porches, penthouses, mechanical equipment floors, lobbies, mezzanines, all balconies (inside or outside) utilized for operational functions, and corridors, provided they are within the outside face lines of the building. Roofed loading or shipping platforms should be included, whether within or outside the exterior face lines of the building. Stairways, elevator shafts, mechanical service shafts, and ducts are to be counted as gross area on each floor through which the shaft passes.

   4. Limitations: Exclude open courts and light wells, or portions of upper floors eliminated by rooms or lobbies that rise above single-floor ceiling height.

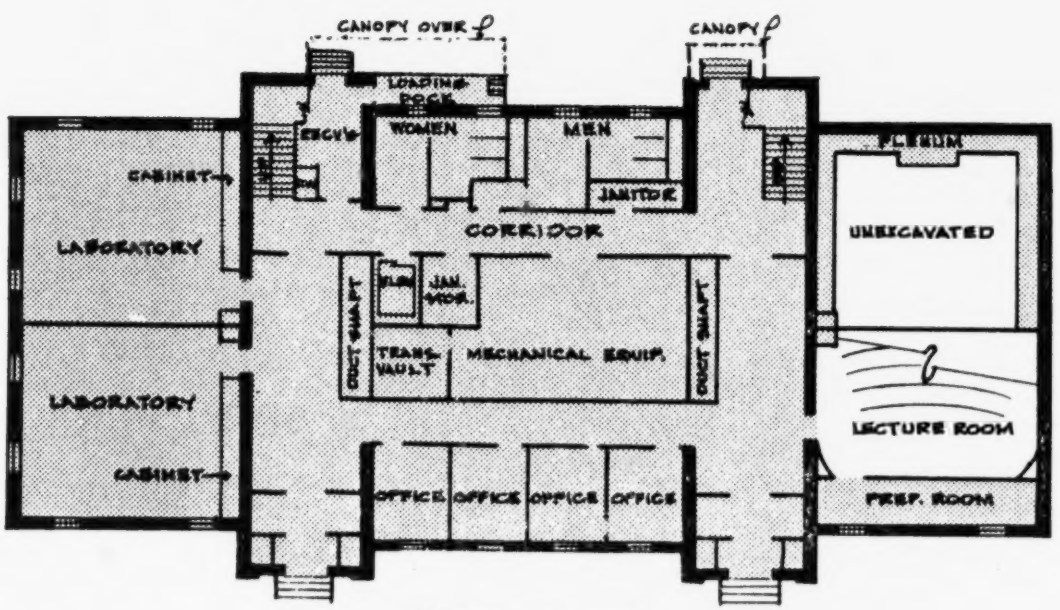
*Source: Federal Construction Council Technical Report No. 50, Classification of Building Areas, National Academy of Sciences, Building Research Advisory Board. Publication 1235.

Appendix 6.5: Definitions of Building Areas (Continued)

Figure 11. GROSS AREA



FIRST FLOOR



GROUND FLOOR

2. ASSIGNABLE AREA:

   1. Definition: The sum of all areas on all floors of a building assigned to, or available for assignment to, an occupant, including every type of space functionally usable by an occupant (excepting those spaces defined in Appendix 6.5 as custodial, circulation, mechanical, and structural areas).

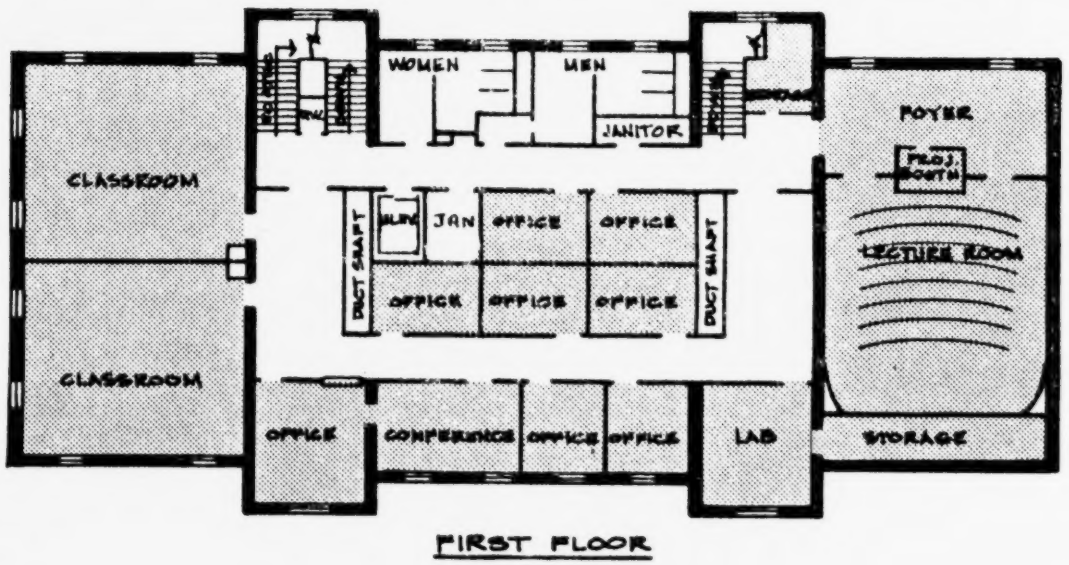
   2. Basis for Measurement: All assignable areas should be computed by measuring from the inside finishes of surfaces which form the boundaries of the designated areas. Do not include unusable areas having less than 6'6'' clear head room.

   3. Description: Included should be space subdivisions for offices, classrooms, laboratories, seminar and conference rooms, libraries, file rooms, storage rooms, etc., including those for special purposes (e.g., auditoriums, cafeterias, TV studios, faculty and student locker and shower rooms, maintenance and repair shops, garages), which can be put to useful purposes in accomplishment of the institution's mission.

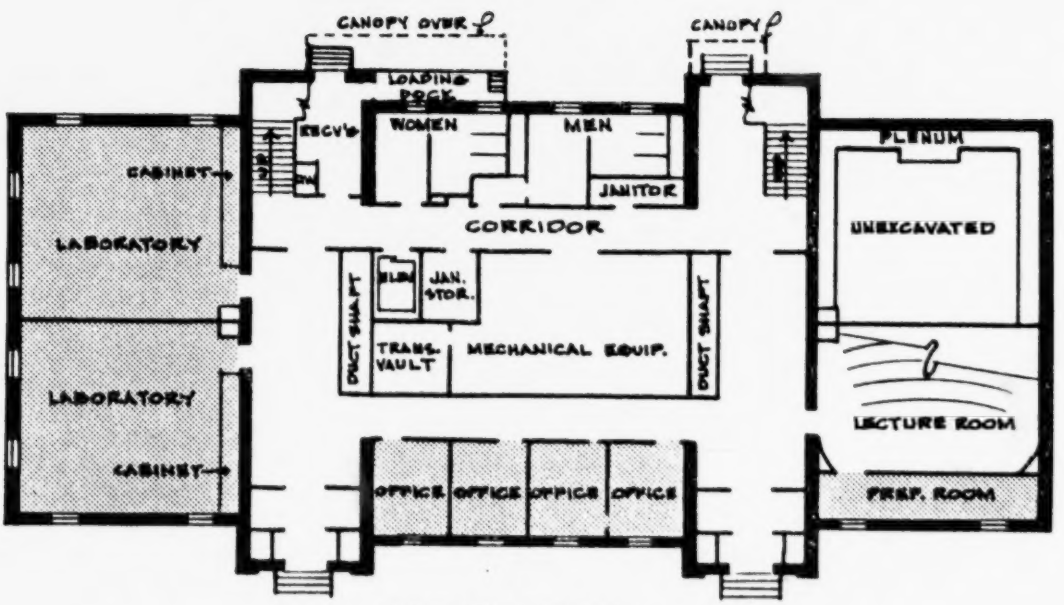
   4. Limitations: Deductions should not be made for columns and projections necessary to the building.

Appendix 6.5: Definitions of Building Areas (Continued)

Figure 12. ASSIGNABLE AREA



FIRST FLOOR



GROUND FLOOR

3. NONASSIGNABLE AREA: "Nonassignable" area refers to that portion of the area of a building which is not available for assignment to building occupants but which instead is necessary for the general operation of the building. By definition, nonassignable area consists exclusively of the following: circulation, custodial, mechanical, and structural areas.

3.1 CIRCULATION AREA:

1. Definition: That nonassignable portion of a building which is required for physical access to some subdivision of space whether directly bounded by partions or not.

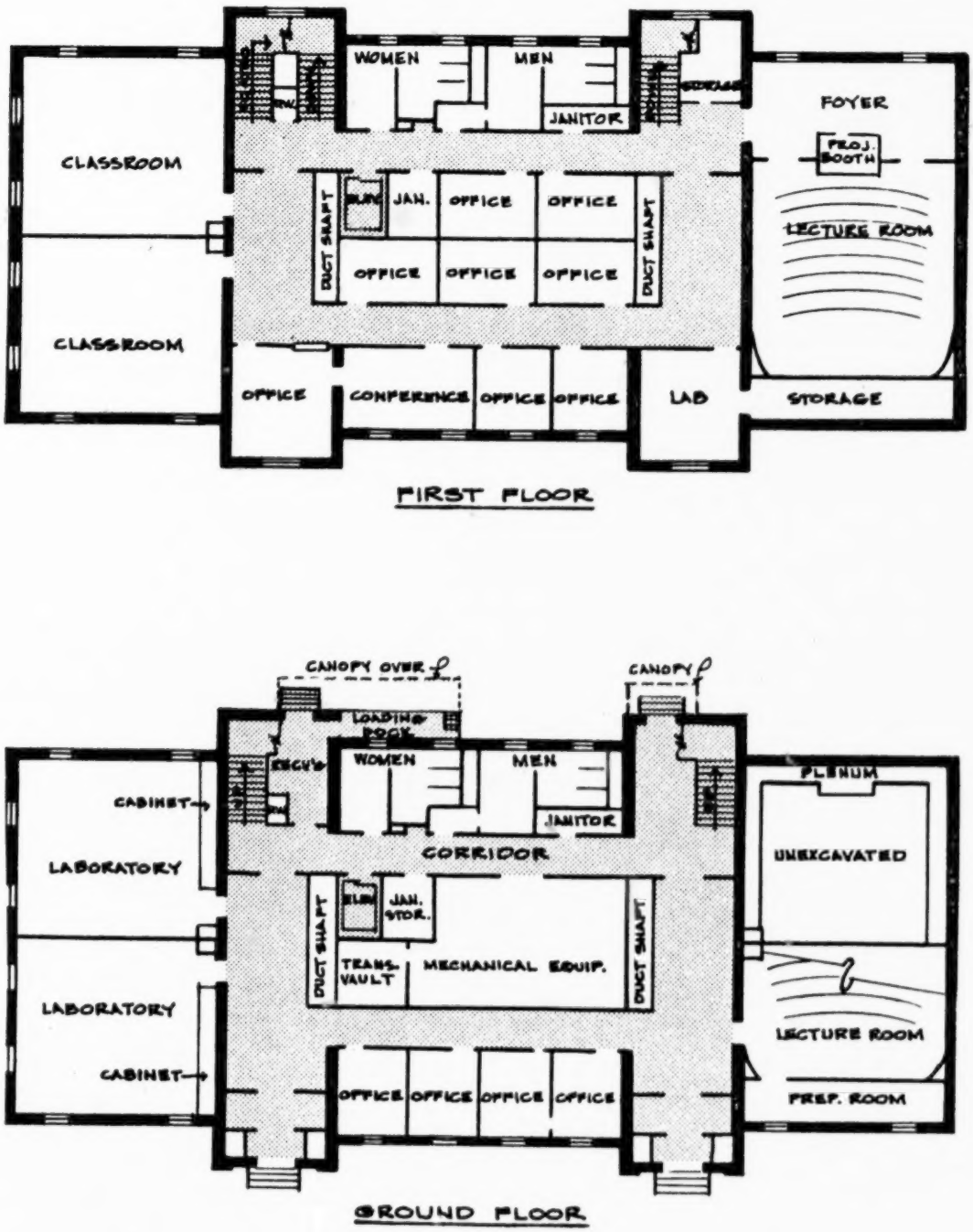
2. Basis for Measurement: Should be computed by measuring from the inner faces of walls or partitions which enclose horizontal spaces used for such purposes. Deductions should not be made for columns and minor projections necessary to the building. Do not include unusable areas having less than 6'6" clear head room.

3. Description: Circulation space should include but not be limited to corridors, elevator shafts, escalators, fire towers, stairways loading platforms, elevator lobbies, and tunnels and bridges.

4. Limitations: When determining corridor areas, only horizontal spaces required for *general* access should be included - not aisles which are used only for circulation within office suites, auditoriums, or other working areas. Deductions should not be made for columns and projections necessary to the building.

Appendix 6.5: Definitions of Building Areas (Continued)

Figure 13. NONASSIGNABLE AREA: CIRCULATION AREA



3.2 CUSTODIAL AREA:

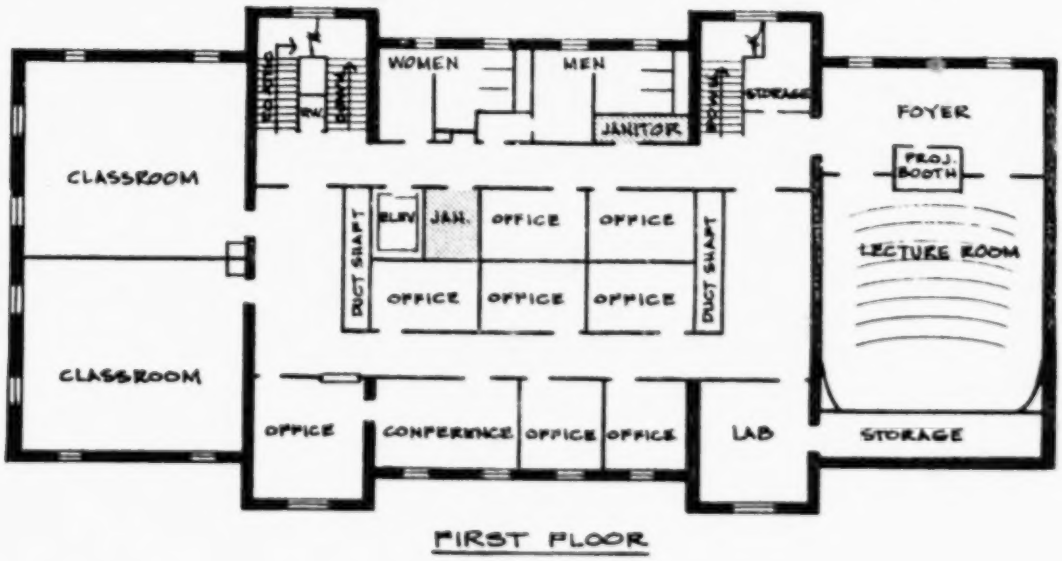
1. Definition: That portion of the nonassignable area which is the sum of all areas of a building used for its protection, care, and maintenance.

2. Basis for Measurement: These areas should be measured from the inside surfaces of enclosing walls or permanent partitions. Deductions should not be made for columns and minor projections necessary to the building. Do not include unusable areas with less than 6'6" clear head room.

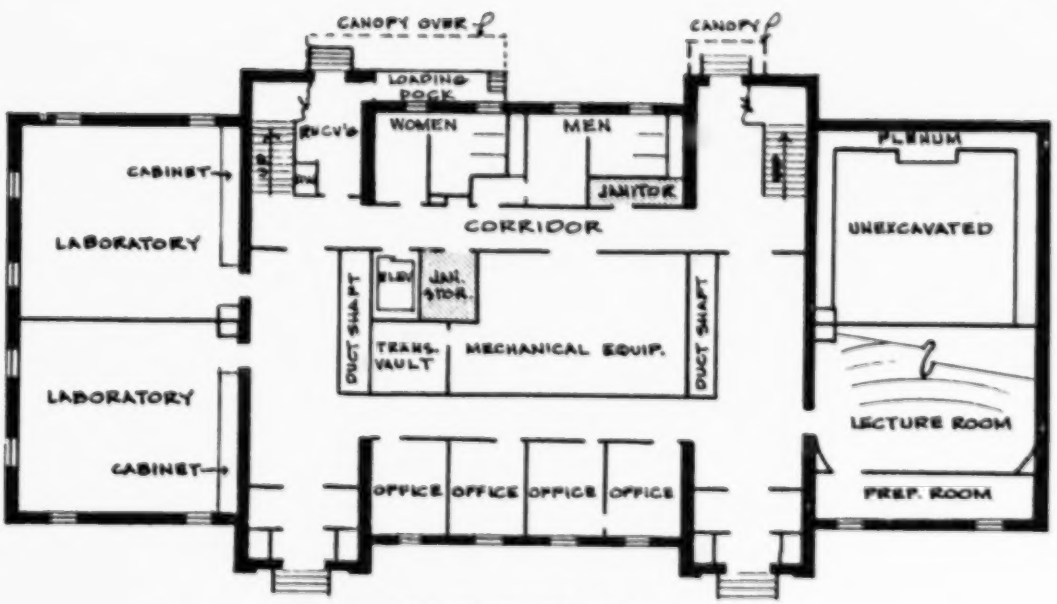
3. Description: Included should be such areas as trashrooms, guard-rooms, custodial rooms, custodial locker rooms, and custodial supply rooms.

4. Limitations: This category should not include central physical plant shop areas, nor should it include special purpose storage or maintenance rooms, such as linen closets and maid rooms in residence halls.

Figure 14. NONASSIGNABLE AREA: CUSTODIAL AREA



FIRST FLOOR



GROUND FLOOR

Appendix 6.5: Definitions of Building Areas (Continued)

3.3 MECHANICAL AREA:

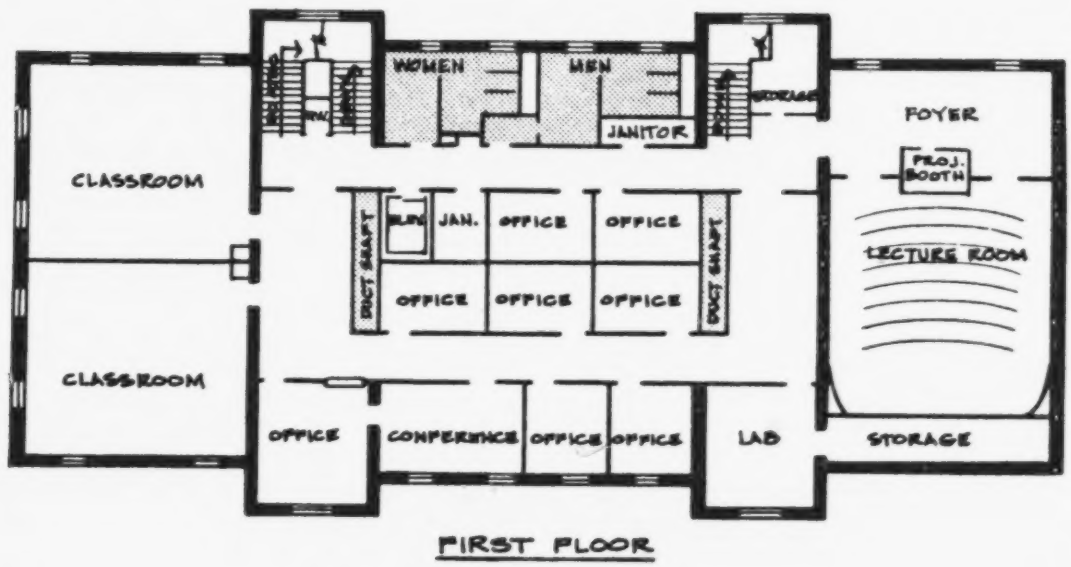
1. Definition: That portion of the gross area designed to house mechanical equipment, utility services, and nonprivate toilet facilities.

2. Basis for Measurement: Mechanical area should be computed by measuring from the inner faces of the walls, partitions, or screens which enclose such areas. Do not include unusable areas with less than 6'6'' clear head room.

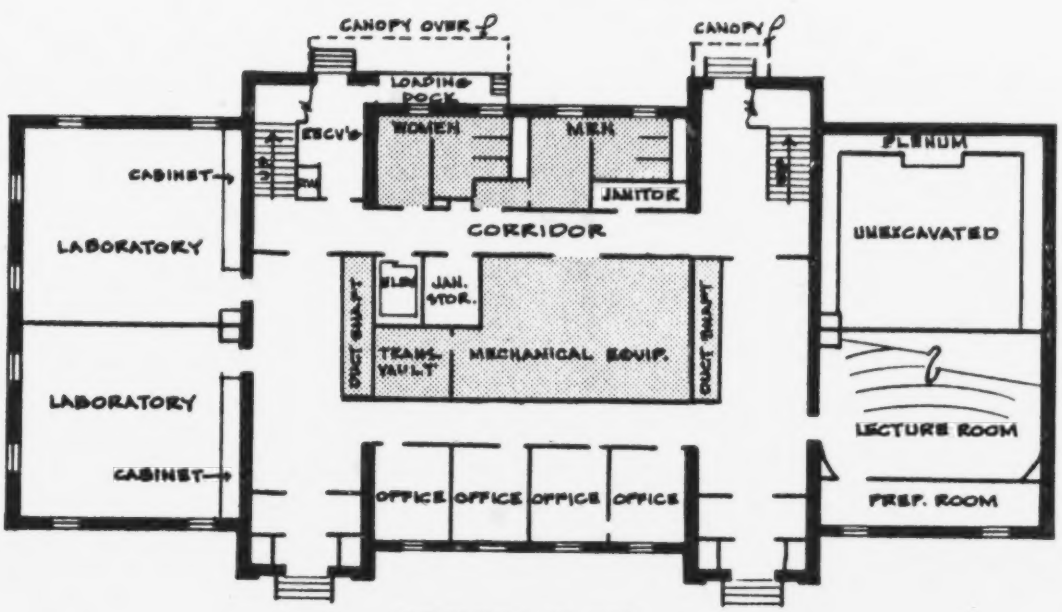
3. Description: Mechanical area should include, but not be limited to mechanical areas in central utility plants, air-duct shafts, boiler rooms, fixed mechanical and electrical equipment rooms, fuel rooms, mechanical service shafts, meter and communications closets, service chutes, stacks, and nonprivate toilet rooms (custodial and public).

4. Limitations: Deductions should not be made for columns and projections necessary to the building.

Figure 15. NONASSIGNABLE AREA: MECHANICAL AREA



FIRST FLOOR



GROUND FLOOR

3.4 STRUCTURAL AREA*:

1. Definition: "Structural Area" should be construed to mean that portion of the gross area which cannot be occupied or put to use because of the presence of structural features of the building.

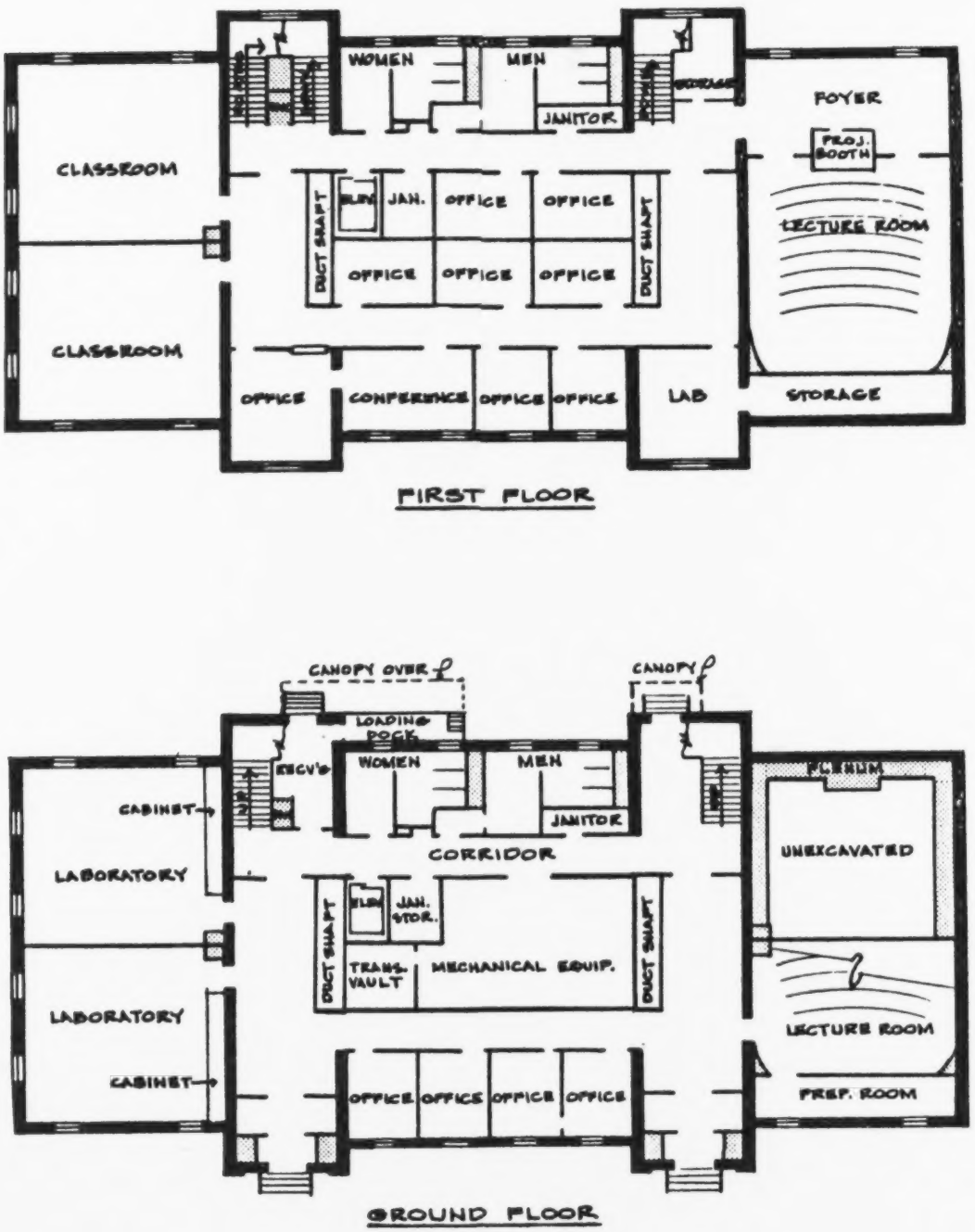
2. Basis for Measurement: Precise computation of structural area by direct measurement is not contemplated under these definitions. Structural area should generally be determined by assuming it to be the residual area after the assignable, circulation, custodial, and mechanical areas have been subtracted from the gross area.

3. Description: Examples of building features normally classified as structural area are exterior walls, fire walls, permanent partitions, and unusable areas in attics, basements, or comparable portions of a building.

*Referred to as "construction area" in TR-50 (see footnote, page 120).

Appendix 6.5: Definitions of Building Areas (Continued)

Figure 16. NONASSIGNABLE AREA: STRUCTURAL AREA



Appendix 6.6

GLOSSARY OF TECHNICAL TERMS NOT ELSEWHERE DEFINED

1. BUILDING: A roofed structure for permanent or temporary shelter of persons, animals, plants, or equipment.

2. BUILDING DATA: Descriptive characteristics of a building such as gross area, assignable area, condition, ownership, estimated replacement cost, and year of construction.

3. BUILDING INVENTORY: A statistical description of buildings including both building and room data as defined below.

4. FACILITIES: Any physical structure or space required by the institution for the performance of its programs and related activities.

5. HEGIS: Higher Education General Information Survey conducted by the National Center for Educational Statistics (NCES) in the Office of Education.

6. ORGANIZATIONAL UNIT: The basic component of the organizational structure of a college or university. Usually referred to as a department but including both academic units (English Dept., Physics Dept., etc.) and administrative units (Office of the President, Registrar, Physical Plant, etc.).

7. PCS: Program Classification Structure developed by the National Center for Higher Education Management Systems (NCHEMS) at the Western Interstate Commission for Higher Education (WICHE) in Boulder, Colorado.

8. PROGRAM: A set of activities which are collectively designed to achieve a well-defined objective or set of objectives within the institution.

9. PROGRAM CATEGORY: For the purposes of the Facilities Inventory Classification Manual, a classification of similar or related activities by discipline area or major function.

10. ROOM DATA: Descriptive characteristics of assignable interior spaces of a building, including standard room use categories, institutional organizational units, standard programs and program category codes, assignable floor areas, and (in some instances) numbers of stations.

Appendix 6.7

PRORATION AND DISTRIBUTION PROCEDURES

As suggested in section 2.36, there are cases in which a given room has multiple uses and therefore must be prorated to the appropriate program categories (HEGIS discipline categories) and/or distributed to the appropriate program classifications. The following procedure is designed to facilitate this process. Four possible combinations of entries in the program and program category items of the room data card may occur. The procedure that addresses these four combinations follows:

1. The room serves a single program and a single program category. The room data record card would appear as follows:

Figure 17: Sample Room Data Record Card
Showing Single Program and Single Program Category

Physics Dept.	*722186*	*Phy.Sci.*	*309*	*215*
Name	Code	Name	Code	
Institutional Organizational Unit		Bldg. Identifier		Room Number

Room Use: *Class Laboratory*

Comments: *Special fume hoods; satisfactory condition; 2 entrances; 45' X 32'*

Stations: *32*

Date: *12/17/72* Prepared By: *John Doe*

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
210	*1.1*	*1900*	*1440*

Note that all classrooms are to be assigned the program category code 0000. These kinds of cards are essentially complete and can be laid aside until the remaining three types of cards are processed.

2. The room serves a single program but multiple program categories. The room data record card would appear as follows:

Figure 18: Sample Room Data Record Card
Showing Single Program With Multiple Program Categories

Physics Dept.	722186	Phy.Sci.	309	217
Name	Code	Name	Code	
Institutional Organizational Unit		Bldg. Identifier		Room Number

Room Use: Non-Class Laboratory
Comments: Satisfactory condition

Stations: -

Date: 12/17/71 Prepared By: John Doe

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
250	2.1	1900 0400	489 489

Note that classrooms are not to be prorated but rather are assigned program category code 0000. In this case there is a need to prorate the floor area between the two program categories (disciplines) served, physical sciences and biological sciences. The proration should be made on the basis of course load by program category for scheduled facilities or FTE professional staff by program category for other facilities.

New cards of a color different from that used in 1 above should be prepared for each portion of each room use category prorated to a discipline. These different colored cards may then be added to the stack created in 1 above.

3. The room serves multiple programs and multiple program categories. The room data record card would appear as follows:

Figure 19: Sample Room Data Record Card
Showing Multiple Programs with Multiple Program Categories

Physics Dept.	*722186*	*Phy.Sci.*	*309*	*230*
Name	Code	Name	Code	
Institutional Organizational Unit		Bldg. Identifier		Room Number

Room Use: *Office*

Comments: *Wet connections; good condition*

Stations: -

Date: *12/17/72* Prepared By: *John Doe*

Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
310	*1.1* *2.1*	*1900* *0400*	*70* *72*

The floor areas of each room use category should be prorated to program categories (discipline categories) on the basis of use as described in 2 above. Also, new cards of a color different from those used in 1 and 2 above should be prepared for each portion of each room use category prorated to a program category (discipline). The result of this step is a number of cards, one for each room use category, that indicate floor areas serving more than one program. These cards should be combined with those to be processed in 4 which follows.

4. The room serves multiple programs and a single program category. The room data record card would appear as follows:

Figure 20: Sample Room Data Record Card
Showing Multiple Programs With Single Program Category

Physics Dept.	722186	Phy.Sci.	309	238
Name	Code	Name	Code	
Institutional Organizational Unit		Bldg. Identifier		Room Number

Room Use: Class Laboratory

Comments: Good Condition

Stations: 32

Date: 12/17/72 Prepared By: John Doe

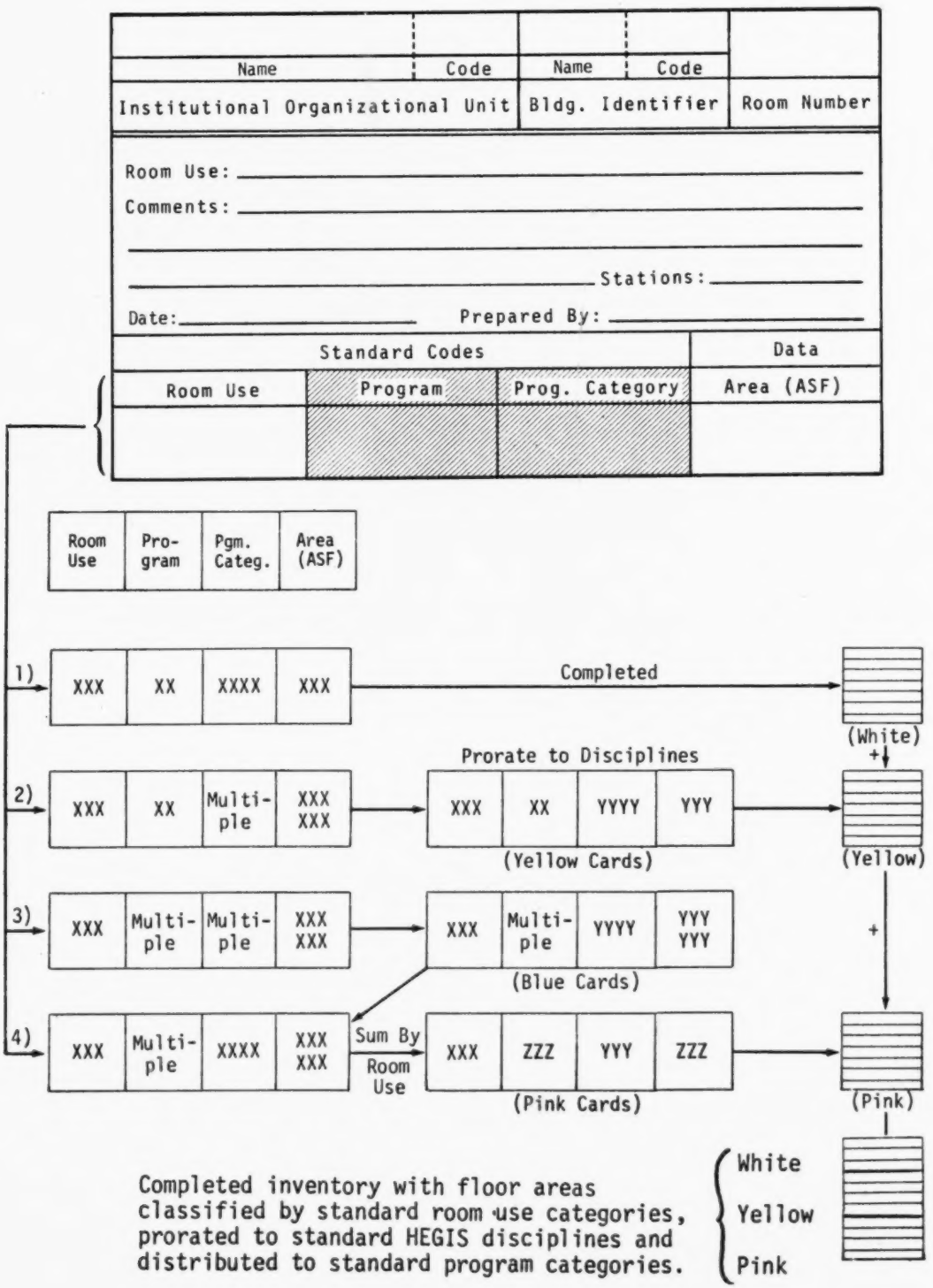
Standard Codes			Data
Room Use	Program	Prog. Category	Area (ASF)
210	1.1 3.2	1900	1100 360

In this case there is a need to distribute the floor area between the two programs or subprograms served, 1.1 and 3.2. The distribution should be made on the basis of course load by program for scheduled facilities and FTE professional staff by program for other facilities.

New cards of a color different from those used in 1, 2, and 3 above should be prepared for each portion of each room use category distributed to a particular program. These cards then should be added to the stack created in 1 and 2 above.

Figure 21 is an illustration of the procedure outlined in 1 through 4 above.

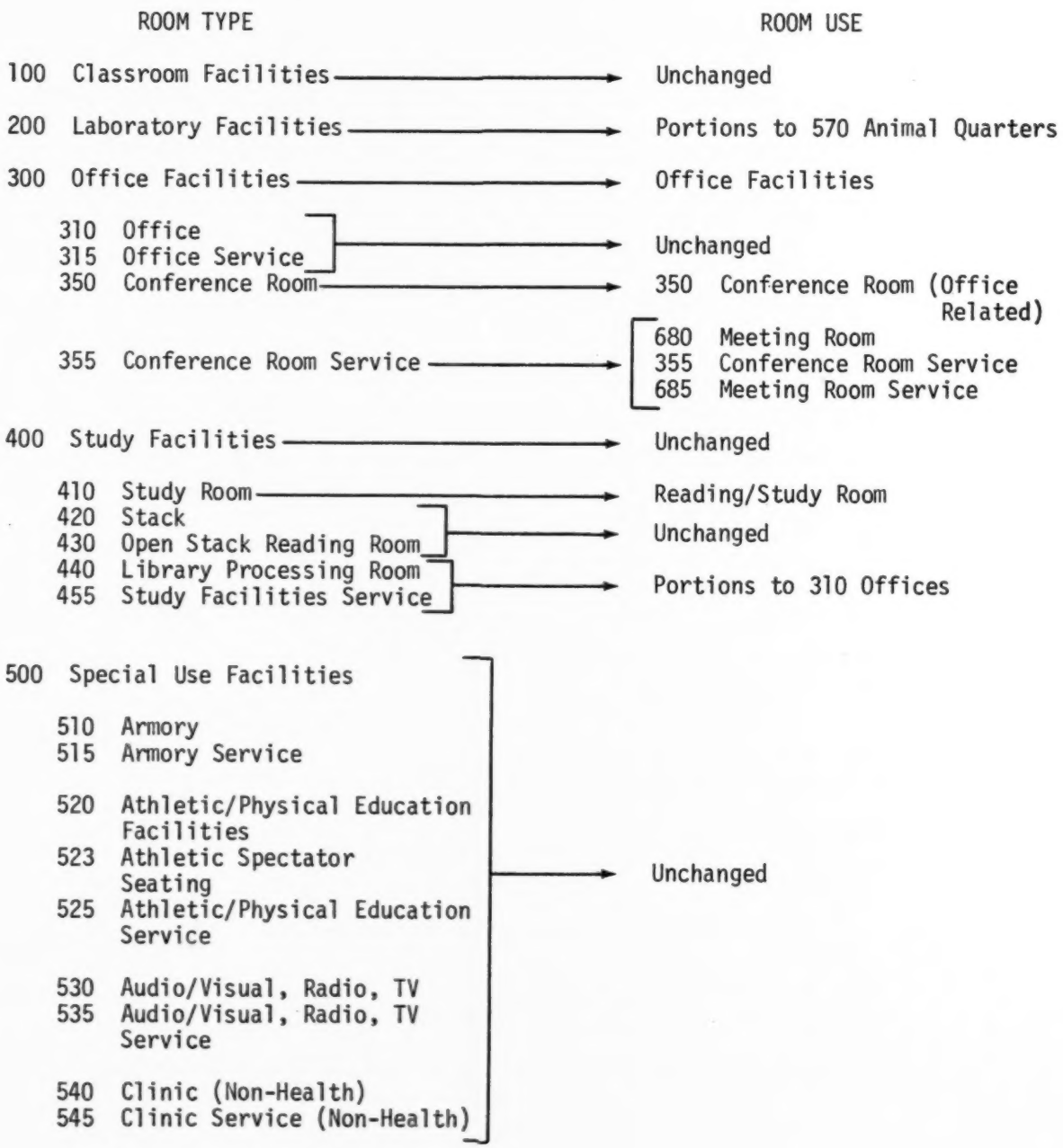
Figure 21. Proration and Distribution Procedures.



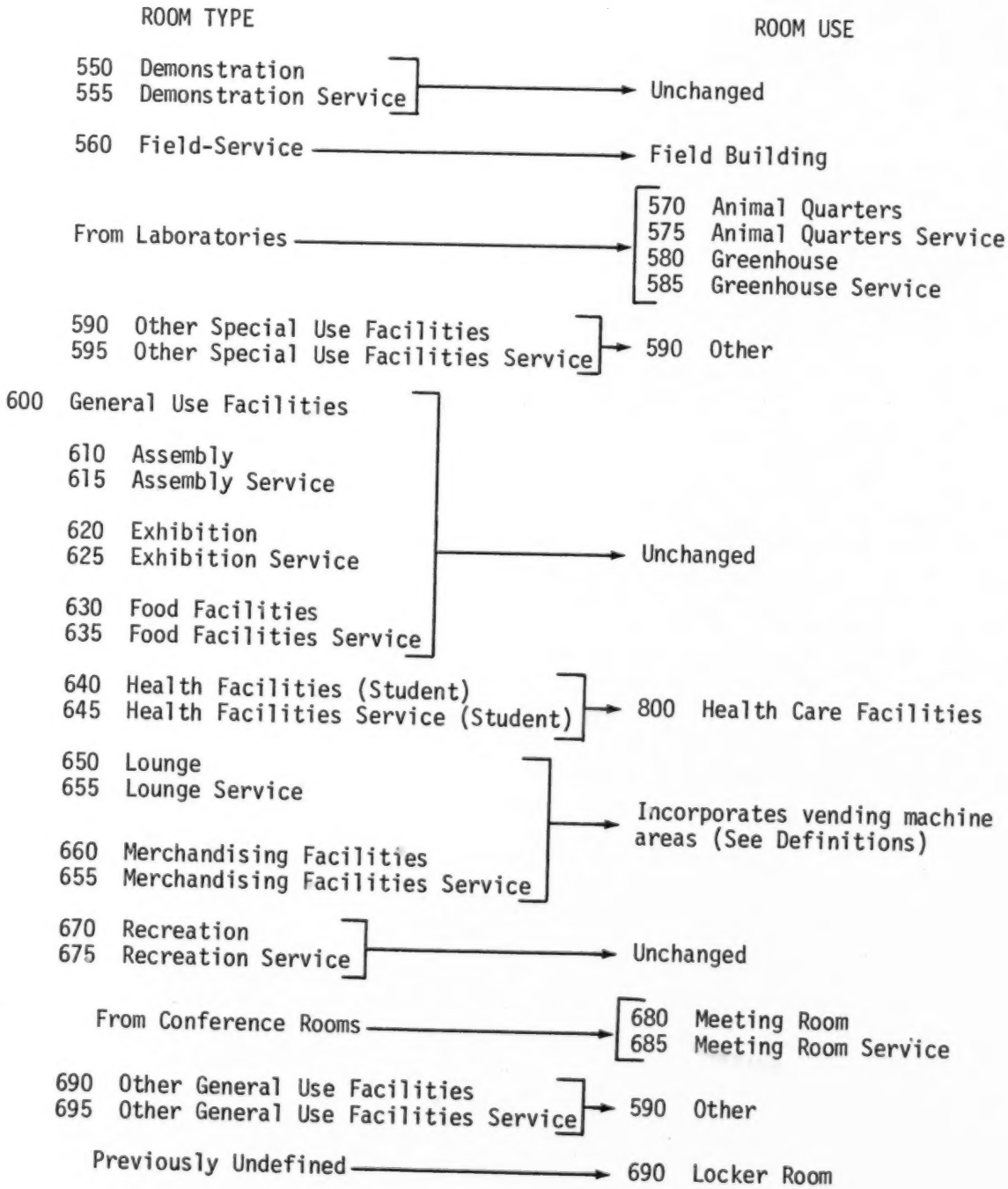
Completed inventory with floor areas classified by standard room use categories, prorated to standard HEGIS disciplines and distributed to standard program categories.

Appendix 6.8

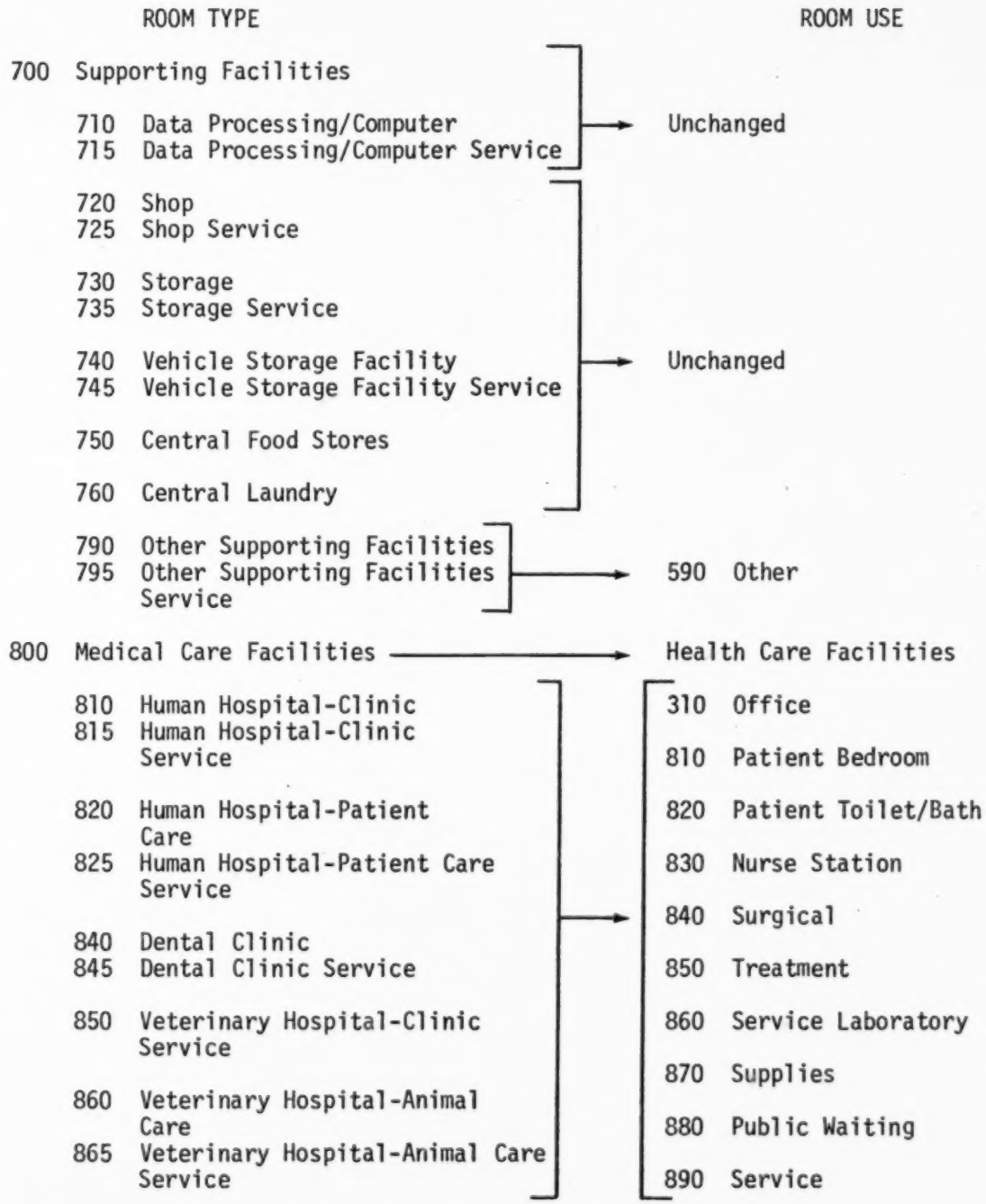
COMPARISON OF
ROOM TYPE CODES AND CATEGORIES
TO
ROOM USE CODES AND CATEGORIES



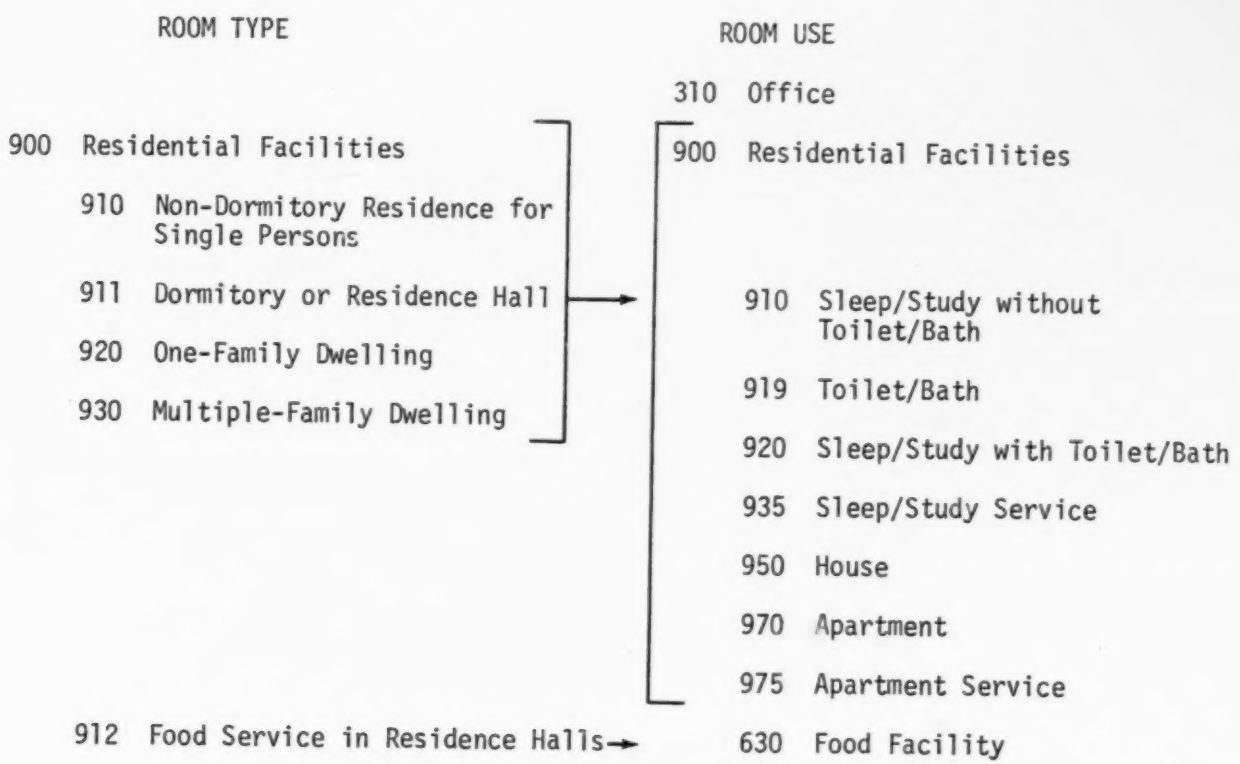
Appendix 6.8: Comparison of Room Type to Room Use Codes and Categories (Continued)



Appendix 6.8: Comparison of Room Type
to Room Use Codes and Categories (Continued)



Appendix 6.8: Comparison of Room Type
to Room Use Codes and Categories (Continued)



Appendix 6.9

COMPARISON OF
ORGANIZATIONAL UNIT CODES OF FIRST EDITION
TO PROGRAM CODES OF THIS EDITION

ORGANIZATIONAL UNITS (First Edition)		PROGRAMS (This Manual)	
CODE	NAME	CODE	NAME
1000	Departments of Instruction and Research →	1.1	General Academic Instruction
		1.2	Occupational and Technical Instruction
		1.3	Special Session Instruction
		1.4	Extension Instruction
		2.2	Individual and Project Research
		4.6	Academic Administration and Personnel Development
		4.7	Course and Curriculum Development
		5.2	Supplementary Educational Service
2000	Organized Activity Units (Related to Instruction and Research) →	1.1	General Academic Instruction
		1.2	Occupational and Technical Instruction
		1.3	Special Session Instruction
		1.4	Extension Instruction
		2.1	Institutes and Research Centers
		2.2	Individual and Project Research
		4.5	Ancillary Support
3000	Organized Research Units →	2.1	Institutes and Research Centers
4000	Public Service Units →	1.4	Extension Instruction
		3.1	Continuing Education
		3.2	Community Service
		3.3	Cooperative Extension
5000	Library →	4.1	Libraries
6000	General Administration and Institutional Services →	4.3	Audio/Visual Services
		4.4	Computing Support
		4.5	Ancillary Support
		4.6	Academic Administration and Personnel Development
		4.7	Course and Curriculum Development
		5.1	Social and Cultural Development

Appendix 6.9: Comparison of Organizational Unit Codes to Program Codes (Continued)

ORGANIZATIONAL UNITS (First Edition)		PROGRAMS (This Manual)	
CODE	NAME	CODE	NAME
6000 (Cont.)	General Administration and Institutional Services (Cont.) →	5.3	Counseling and Career Guidance
		5.4	Financial Aid
		5.5	Student Support
		6.1	Executive Management
		6.2	Fiscal Operations
		6.3	General Administrative Services
		6.4	Logistical Services
		6.5	Physical Plant Operations
		6.6	Faculty and Staff Services
		6.7	Community Relations
7000	Auxiliary Services →	4.2	Museums and Galleries
		5.1	Social and Cultural Development
		5.1.72	Intercollegiate Athletics
		5.5	Student Support
8000	Noninstitutional Agencies →	7.1	Institutional Operations
		7.2	Outside Agencies

Appendix 6.10

COMPARISON OF SUBJECT FIELD CODES OF FIRST EDITION TO PROGRAM CATEGORY CODES OF THIS EDITION**

FACILITIES CLASSIFICATION	Code	NEW HEGIS TAXONOMY	Code
LIFE SCIENCES			
Biological sciences	.1210	Biological sciences	0400
Agricultural sciences	.1220	Agriculture and natural resources	0100
Health sciences	.1230	.Health professions	1200
Medicine	.1231	.Medicine, M.D.	1206
Veterinary medicine	.1232	Veterinary medicine, D.V.M.	1218
Dentistry	.1233	Dentistry, D.D.S. or D.M.D.	1204
Nursing	.1234	Nursing	1203
Pharmacy	.1235	.Pharmacy	1211
Public health	.1236	Public health	1214
Other	.1238	Health professions, other	1299
General	.1239	Health professions, general	1201
General life sciences	*1299		
MCPE SCIENCES			
Mathematical sciences	.1310	Mathematics	1700
Computer sciences	.1320	Computer and information sciences	0700
Physical sciences	.1330	Physical sciences	1900
Engineering sciences	.1340	Engineering	0900
General MCPE sciences	*1399		
BEHAVIORAL SCIENCES			
Psychology	.1410	.Psychology	2000
Social sciences	*1420	Social sciences	2200
		.Area studies	0300
General behavioral sciences	*1499		
HUMANITIES			
Fine arts	.1510	Fine and applied arts	1000
Letters	.1520	Letters	1500
General humanities	*1599		
PROFESSIONS			
Administrative professions	*1610	.Business management and administration	0506
		.Educational administration	0827
		Public administration	2102
Education	.1620	Education	0800
Environmental design	.1630	Architecture and environment design	0200
Home economics	.1640	.Home economics	1300
Law	.1650	Law	1400
Social work	.1660	.Social work and helping services	2104
Theology	.1670	.Theology	2300
Other professions	*1690		
General professions	*1699		
TECHNICAL-VOCATIONAL			
Agricultural	.1705	Agricultural technologies	5402
Apparel	.1710	Home economics technologies	5405
Business	.1715	.Business and commerce technologies	5000
Construction	.1720	.Construction and building technologies	5317
Engineering and industrial	*1725	.Mechanical and engineering technologies, general	5301
		Industrial technologies	5312
Graphic arts	*1730	.Applied arts, graphic arts, and fine arts technologies	5012
		.Photography technologies	5007
		Printing and lithography technologies	5009
Health	.1735	.Health services and paramedical technologies	5200
Public service	.1750	Public service related technologies	5500
Transportation	*1760	.Transportation and public utility technologies	5011
		.Aeronautical and aviation technologies	5302
		Automotive technologies	5306
		Diesel technologies	5307
Other	*1790		
General	*1799		
PHYSICAL EDUCATION AND MILITARY SCIENCE			
Physical education	.1810	.Physical education	0835
Military sciences	.1820	Military sciences	1800

*Accurate translation will require examination of the program to determine primary emphasis.

**Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

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Program Classification Structure for Facilities Inventory Data
(See Appendixes 6.3 and 6.4 for definitions)

1.0 INSTRUCTION PROGRAM
- 1.1 General Academic
- 1.1.xx00 HEGIS Disciplines
- 1.2 Occupational and Vocational
- 1.2.xx00 HEGIS Disciplines
- 1.3 Special Session
- 1.3.xx00 HEGIS Disciplines
- 1.4 Extension
- 1.4.xx00 HEGIS Disciplines

2.0 ORGANIZED RESEARCH PROGRAM
- 2.1 Institutes and Centers
- 2.1.xx00 HEGIS Disciplines
- 2.2 Individual or Project

3.0 PUBLIC SERVICE PROGRAM
- 3.1 Community Education
- 3.2 Community Service
- 3.3 Cooperative Extension

4.0 ACADEMIC SUPPORT PROGRAM
- *4.1 Libraries
- 4.2 Museums and Galleries
- 4.3 Audio/Visual Services
- 4.4 Computing Support
- 4.5 Ancillary Support
- *4.5.1200 Teaching Hospitals
- 4.6 Acad. Adm. and Personnel Dev.
- 4.7 Course and Curriculum Dev.

5.0 STUDENT SERVICES PROGRAM
- 5.1 Social and Cultural Dev.
- *5.1.7200 Intercoll. Athletics
- 5.2 Supplementary Educ. Serv.
- 5.3 Counseling and Career Guidance
- 5.4 Financial Aid
- 5.5 Student Support
- *5.5.7320 Health Services
- *5.5.7330 Housing Services

6.0 INSTITUTIONAL SUPPORT PROGRAM
- 6.1 Executive Management
- 6.2 Fiscal Operations
- 6.3 Gen. Administrative Serv.
- 6.4 Logistical Services
- *6.5 Physical Plant Operations
- 6.6 Faculty and Staff Services
- *6.6.7330 Housing Services
- 6.7 Community Relations

7.0 INDEPENDENT OPERATIONS PROGRAM
- 7.1 Institutional Operations
- 7.2 Outside Agencies

8.0 UNASSIGNED FACILITIES**
(Not assigned to any program)
- 8.1 Capable of Use
- 8.2 Incapable of Use

9.0 BUILDING SERVICE
(Nonassignable area only)

HEGIS Taxonomy of Disciplines

0000 General
0100 AGRIC. and NATURAL RESOURCES
0300 AREA STUDIES
0400 BIOLOGICAL SCIENCES
0500 BUSINESS and MANAGEMENT
0600 COMMUNICATIONS
0700 COMPUTER and INFORMATION SCI.
0800 EDUCATION (Incl. Phys. Ed.)
- 0835 Physical Education

0900 ENGINEERING
1000 FINE and APPLIED ARTS
1100 FOREIGN LANGUAGES
1200 HEALTH PROFESSIONS
- 1201 General
- 1203 Nursing
- 1204 Dentistry
- 1206 Medicine
- 1209 Optometry
- 1211 Pharmacy
- 1214 Public Health
- 1218 Veterinary Medicine
- 1299 Other

1300 HOME ECONOMICS
1400 LAW
1500 LETTERS
1600 LIBRARY SCIENCE
1700 MATHEMATICS
1800 MILITARY SCIENCES
1900 PHYSICAL SCIENCES
2000 PSYCHOLOGY
2100 PUBLIC AFFAIRS and SERVICES
2200 SOCIAL SCIENCES
2300 THEOLOGY
4900 INTERDISCIPLINARY STUDIES
5000 BUSINESS and COMMERCE TECH.
5100 DATA PROCESSING TECHNOLOGIES
5200 HEALTH SERV. and PARAMED. TECH.
5300 MECH. and ENGINEERING TECH.
5400 NATURAL SCI. TECHNOLOGIES
5500 PUBLIC SERV. RELATED TECH.

9341600000045200(37.5%):
3441770000045300(62.5%):
4H:173:GD:JoP:2BA68

*In programs 4.0 - 7.0, this manual recommends that only these items below the program level (first digit) be separately tabulated in HEGIS reports.

**Note that a room which is unclassified (room use code 050, 060, or 070) should not be coded 8.1 or 8.2 if it is in fact assigned to an organizational unit in a specific program (e.g., 6.0) or program category (e.g., 1.1.xx00).

See back of first title page for room use categories.

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Advisory Structure for the NATIONAL CENTER FOR HIGHER EDUCATION MANAGEMENT SYSTEMS at WICHE

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